

St. Andrew's Vestry Meeting
Minutes
November 18, 2020

The meeting was called to order by Senior Warden Anne McCausland at 7:00 p.m.

Those present were: Rev. Reed Loy, Anne McCausland, Senior Warden, Clarke Kidder, Junior Warden, Kerrie Diers, Treasurer, Betty Whinn, Chaplain, Tom Burack, Peter Daley, Audrey Knight, Lucy Crichton, Steve Largy, Diane Les Becquets, Betsy Wilder and Pam Manus, Clerk Brian Tucker

Guests: Bob Wilson and Jim Whinn

Opening Prayer and Reflections: Chaplain Betty Whinn opened the meeting with a prayer of thanksgiving. Diane Les Becquets read Romans 12: 1-20 in which Paul talks about sacrifice, one mind one body, be who you are, know your purpose. Our reflections were many, including being yourself, finding your purpose, doing the best we can doing Gods way, accept those who are different from you, working as a team, utilizing each persons strengths encouraging each person to be the best they can be, being grateful and supportive for each person and their gifts and knowing Gods will, renewing our minds.

Consent Agenda: Anne McCausland asked for a motion to accept the Consent Agenda which includes the October financial report for the file, Adapted Worship Team report, Formation Committee report, Family Promise Report, Friendly Kitchen report and Building and Grounds report. The motion to accept came from Tom Burack, was seconded by Betty Whinn. There being no questions the motion passed unanimously.

Anne McCausland then asked for a motion to accept the October minutes. Diane Les Becquets moved to accept the October minutes, Steve Largy seconded. There were no questions or discussion. This passed with one abstention.

Stewardship Update: Stewardship Sunday was very successful. The weather cooperated, sunny and warm. John Gfroerer was able to film those who came out, and has produced a wonderful short video of gratitude as voiced by the pledgees. The team passed out 35 loaves Irish

Soda Bread baked by Liz Carey, Carol Hodgdon, Binney Wells, John McCausland and Betsy Wilder. A huge thank you to them. We had great speakers at our Sunday services in Diane Les Becquets and Kerrie Diers. That day 33 pledges were received, since then 14 pledges have been mailed in and 9 received on line. There are 6 new pledges. At present we have \$197,778.00 in pledges. We expect perhaps 20 more coming in. Thank you Jim Whinn for being the counter and statistician. All in all it was a good experience since it was virtual, but all went well.

Old Business:

- Energy Audit Proposal: Clarke Kidder reported on the Energy Audit Proposal. After looking at proposals submitted, the Building and Grounds committee have decided to present the proposal from SEEDS. This was the best one submitted and meets the requirement to not exceed \$2,100. SEEDS' Margret Dillon has agreed to work with us. After a few questions to clarify timelines, Tom Burack moved that the Vestry enter into a contract with SEEDS not to exceed \$2,100 with the understanding that we have a grant of \$1000 to be used for this audit. Peter Daley seconded. After brief discussion including that it will be in next years budget the motion was passed unanimously.
- Ceiling/Building Update: Clarke Kidder discussed the next steps. Briefly, we are now starting the process of getting quotes to do the work. We need to include repair of the steeple base, the ceiling, and painting. Bob Wilson spoke to the need of Capital funds. Once we address the needs for shoring up our building the Vestry should be looking at a Capital Campaign. One big question is, do we want to modernize or keep our historical church. Bob Wilson's response is that in preservation, if you do the right thing, you will have this building for another 150 years. This church is a wonderfully structured building. There is a need for a parish wide discussion and thought about restoration. We need to do some immediate work; shoring up the steeple platform and repairing and painting the ceiling. Any other plans for restoration can be planned for once we have completed the immediate needs. Rev. Loy suggested we take this up at our next meeting.
- Capital Campaign: Guest Bob Wilson then gave a timeline of a Capital Campaign. He suggested that it would take about 3-6 months to organize, strategize and get the people who will actively solicit funds.

Then with the size of our congregation we should be able to complete the campaign within 12 months after the 6 months (18 total). Then we decide how long the pledge giving should last, suggested 3-4 years. If we have an immediate need, do it now, either do a fast track grant or borrow money. He stressed any jobs needing immediate attention should not be put off. A huge thank you to Bob Wilson for sharing his extensive expertise of Capital Campaigns.

- Delegates: Steve Largy reported on the Diocesan Convention. Marti Hunt filled in for Steve and put together a great report. All resolutions passed. Holy Spirit, Plymouth and St. Mark's Ashland have become a new mission Emmanuel. The resolution about study and discerning how we might make amends to indigenous and African American peoples passed with the understanding that congregations are going to respond and do something to support this.
- PPP Loan Update: Kerrie Diers discussed the PPP loan. Basically our loan covered 24 weeks until Oct 26. The Small Business Administration released a new form/application for forgiveness under \$50,000. Our loan is for \$22,500. Our bank, TD Bank, is not accepting any applications at this time. We have 10 months until this form is due. We need to get a better idea about our budget for next year. At present there are no actions we can take. Betty Whinn questioned whether or not we are going to give it back. Bob Wilson suggested that we shouldn't give it back. The PPP fund has been under subscribed and is still healthy. We will discuss this and make a decision at a later time.
- Diocesan Forgiveness: Tom Burack moved that we pay back the money (\$6822) that represents the 2 month assessment forgiveness from the Diocese. Betty Whinn seconded. There was discussion about understanding the impact on our cash flow. Most churches have paid their assessments. Our current pledges are on track for this year. We could make this decision leaning on the mission of the church. The dioceses is grateful for parishes who did not take the forgiveness and there is now an avenue/form for continued forgiveness for those parishes that might need this help. A vote was called for, this passed unanimously.
- Renewal Works report: Rev Loy reported on the response from the vestry members to The Vestry Companion Statement for the Next Steps

as outlined in the Report of St. Andrew's RenewalWorks Team. There were a few suggestions for changes in the tone of the words. Suggestions were made to acknowledge that these words are taken from the survey participants. The vestry then had a lively discussion about the music in our services. While many had different music styles that they favored, it was apparent that most felt that music added another strong dimension to our worship and diversity is welcomed. Reed will take the suggestions back to the RenewalWorks team and will bring back their final report.

- Budget: Treasurer Kerrie Diers brought up the proposed 2021 budget. She explained that this is a rough draft and includes the budget requests sent in. If none was sent Kerrie used numbers from last years budget. Income from endowments will be very similar to this year. The Diocese averages payouts over a 3 yr period. Some funds that come in are from parishioners' donations (events/flowers.etc) were calculated using 1/2 year numbers. Also the budget is based on pledges being the same as last year or more. We can go over this proposed budget and provisionally adopt our reworked budget at the December meeting so that we have a working budget. This budget will be presented for a final vote at our January vestry meeting and presented to the parish at an open meeting held the week prior to the annual meeting which will be held January 31, 2021. We briefly discussed salary, COLA at 0% is suggestion from the diocese. Our Nursery attendant is no longer employed by us. We discussed a bonus to staff in place of COLA. It was suggested that the equivalent of 1 weeks pay for bonus or a 2-3% of pay for bonus. There might be a few increases and some decreases to reach a balanced budget. Kerrie will update the Capital Budget area. We will rework and vote on the budget at our December meeting.
- By-Laws Up-date: Tom Burack reported that the updated by-laws we adopted in January 2020 became in need of another update when the Diocese sent out an up-dated template for by-laws in June 2020. Tom and the committee went over the minor changes that are more tweeks in the language than changes in by-laws. Article 6.8 in our by-laws adds clarification about our meetings, the notices, and with Zoom anyone can join in the meeting. There will be 5 days notice of meetings to all the parish. Emergency meetings will require 3 days notice. The committee will bring these up-dates to the annual meeting. They will check our by-

laws to see if we comply with the Canons. The job by Tom and the committee is well received. Again a huge thank you to this committee.

- Coming Dates/Events:

Nov 29 - 11:30 a.m. Advent Wreaths and light the first candle front of church.

Nov 22-29 Family Promise we will still be giving meals to our family.

- Thank you cards:

Pam Manus - Carol Hodgdon and Binney Wells - Irish Soda Bread

Audrey Knight - Betsy Wilder and Liz Carey - Irish Soda Bread.

Anne McCausland - John McCausland - Irish Soda Bread

Betty Whinn - Randy Galinat and virtual ushers

Anne McCausland - George Schell for all his work on B&Gs

- Next meetings and Annual meeting:

December 16, January 20, Annual Meeting January 31, 2021

- Closing Prayer: Chaplain Betty Whinn closed the meeting with a prayer.

A motion to adjourn the meeting was made by Audrey Knight, seconded by Tom Burack and unanimously passed at 9:09 p.m.

Respectfully submitted by
Pam Manus, Clerk

ADDENDUM TO NOVEMBER VESTRY MINUTES

Building and Grounds report for 2020 November Vestry Meeting

This month we continue to complete projects. In addition, other issues are also ongoing:

Completed:

Replaced Carriage House doors

Restriped driveway parking spaces

Replaced 5- one hundred watt incandescent bulbs with 5-ten watt LED's

Decided to recommend SEEDs for conducting the eco-green audit.

Extended ethernet to the chapel and large classroom.

Compared the Eversource lighting audit against the R+T counter proposal.

Completed a successful Fall cleanup

Insurance will not cover any repairs as it is considered by them as deterioration.

Ongoing or new:

Green Audit. The three proposals were submitted to Tom Burack for review. Following on his recommendation, the B&G Ministry voted to send the SEED's proposal to the Vestry for approval. Applying the Diocesan grant will reduce the cost by \$1000. Upon approval, the cost will be incorporated into the 2021 budget.

Tree in front of the church. Matt Puza has been contacted to look at cabling one other maple and grinding two remaining stumps in front.

Sheep Run wall. George Sharpe has inspected the siding on the sheep run wall on the MG side.

The siding is custom milled. He is planning to furnish a quote to mill and install replacements

(PVC). Work will be postponed until 2021

Narthex. Peter Daily has volunteered to take up a project to freshen up the Narthex. Any actual work is on temporary hold, but he will continue to assemble a proposal for execution when we are able to continue. It will be included in the capital budget.

Ethernet wiring. I am still working to complete what has been on hold for several years. The plan is to extend ethernet cabling to several areas in order to take advantage of hard-wired internet signals now necessitated additional use of the network for worship.

Damage to NAVE

At this time, we are obtaining quotes and dimensions of necessary repairs. These include items that must be addressed before actual ceiling work can proceed:

Steeple platform repair – Due to rot, there is a leak over the Choir Loft that must be addressed. This will be added to the budget.

- ☐ Cracks over the left aisle (as seen from the back) have appeared that could indicate additional issues with the ceiling.
- ☐ George Schell will be working on obtaining and reviewing quotes from plasterers. It takes time to schedule them due to their availability
- ☐ Once we have a better picture, we will proceed to recommend a course of action.
- ☐ The Nave continues to be closed and is designated a “Hard Hat Area”. None should enter at this time.

Thanks go to several people: Ed Fairfield, George Schell, George Sharpe, Jeff Dearborn, Paul Carey, Lee Wilder and especially to Eric Riggs for employing their time and skills over the past month.

Memorial Garden Ministry Report

With a flurry of physical activity, we have been closing down the garden for the season. Over the past month, the Memorial Garden Committee has:

- ☐ Overseen the installation of the memorial planter, for which delivery there was no advance warning; thanks to Eric’s vigilance, committee members were alerted and able to join the moving crew still in the garden and correct the error in placement. Photographs of this gifted planter were sent to the donating family.
- ☐ Fall clean-up: Cut back plants for the winter, and raked and removed all plant material likely to harbor pests. Cleaning and storage of containers complete.
- ☐ Assisted the parish with the general fall clean-up
- ☐ Stepped up at B&G’s request for help by treating the new wood sections of the walls. Two gallons of Cabot’s Australian Timber Oil were purchased; because the product had been discontinued at many NH locations, enough was secured to last for several years of applications. Sanding, cleaning and application were carried out by five MGC members, and another application to finish coating all surfaces this autumn is pending 50+ temperatures and dry wood.
- ☐ Shared news of the Memorial Garden and Committee to parishioners through the church’s e-blast
- ☐ Conducted the final business meeting of 2020 in person rather than Zoom, as the weather was unexpectedly clement.2020

Diocesan Convention Report

- Holy Spirit, Plymouth and St. Mark's Ashland have become a new mission Emmanuel.
- The resolution about study and discerning how we might make amends to indigenous and African American people's passed with the understanding that congregations are going to respond and do something to support.
- budget passed.

Family Promise Ministry Report for November Vestry Meeting

St. Andrew's will host the week of November 22-29, but hosting will look a little different this time. Family Promise has been blessed by the generosity of the First Congregational Church in Henniker who has been kind enough to open the doors of their Parish House to our families for the foreseeable future. Because of their location, they do not need overnight hosts or evening hosts. Currently, there are two single moms, one with a 10 year old daughter, one with a 10 year old son. The moms are home 24/7 and the children are in schools moving back to more virtual learning. Our week takes in Thanksgiving so the Family Promise Ministry will furnish each family with a Thanksgiving Basket holding a small turkey breast and all the trimmings along with a family game. Our next scheduled host week is in May of 2021 so in March we are planning educate and encourage more of our new families with the hope they will participate in this ministry.

Pam Manus - Coordinator
Chris Miller - Communications
Emilie Burack -
SignUp Genius

St. Andrew's Adapted Worship Team Worship Preparations & Building Use Guidelines

[Contents](#)

Section 1: Non-Sunday Building and Ground Use Guidelines 1

Section 2: Theological Reflections – Rev. Reed and Anne 2

Theological discernment of how to continue as one Body in Christ, across different spaces 2

Section 3: Webcasting Readiness - Randy, John G., Clarke 2

Section 3: Safety Protocols – Binney, Peter Daley 3

Clear St. Andrew's Gathering Protocols 3

Section 4: COVID-19 Safety Thresholds 7

COVID-19 infection data which determine safety to gather 7

Appendix: Resources 7

[Section 1: Non-Sunday Building and Ground Use Guidelines](#)

St. Andrew's Episcopal Church

Phased Re-Opening Protocols, for both Indoors and Outdoors (non-worship use only)

A living document with the goal of loving our neighbors well through both physical safety and embodied connection in and around our buildings.

First Steps: We will begin our practice at re-opening by welcoming back small ministry groups of the congregation, and small outside groups with a prior history of use. Building use permission will be granted on a case-by-case basis. All permission is provisional as we continue responding to the pandemic, and will be based on the ability of respective groups to abide by the protocols below.

Communications

- As at all times, but especially during the pandemic, the Church Office requires advance notice of any desired building use by groups.

Basic Personal Safety

- If you are sick or feeling unwell, you should not come to the building (if you need help finding medical care, please reach out!)
- All group gatherings must keep a sign in and sign out list of participants, provided afterward to the church office, for the purposes of contact tracing (Indoor groups may use the general sign-in sheet at the primary church door off the driveway)
 - If within 14 days of building use you learn that you are infected with COVID-19 or have been exposed to someone who is infected, please notify the church immediately. All recent building users will be notified if someone (name kept confidential) infected with COVID-19 was in the building.
- All individuals are required to wear a face mask. Individuals are expected to bring their own masks. Extra masks will be available next to the main door sign-in if you forget.
- Safe physical distancing of 6 feet should be maintained at all times
- All individuals should practice frequent hand-washing and sanitizing
- No singing, which has been found very effective at spreading the coronavirus

Special Cleaning Requirements

- After gathering, each group is responsible to spray/wipe down the hard surfaces they have used, such as chairs, counters, tables, and door knobs and light switches

Section 2: Theological Reflections – Rev. Reed and Anne

Theological discernment of how to continue as one Body in Christ, across different spaces

- Theological reflections on the Christian Community implications of reopening

- Presiding Bishop Curry: <https://livingchurch.org/2020/04/01/curry-discusses-theology-of-worship-during-the-pandemic/>
- Using same physical space for both online and in-person worship, to connect
- Two different services for online and in-person worship, allowing different and distinct attention for each
- Add a recorded version of the service that folks can access at other hours
 - Audio podcast
 - Video on YouTube (etc.)

Section 3: Webcasting Readiness - Randy, John G., Clarke

- Cat-5 Hardlines run to:
 - Nave
 - Great Hall
 - Chapel
 - Library?
- Camera and Microphone installation
 - Liturgical preference for single, fixed perspective, with liturgical leaders coming “on and off screen” throughout the service
 - Q: Can we get the altar and lectern on screen at the same time? Do we need to move the lectern back and forth? Protocol for touching the lectern and papers?
 - Hopes:
 - 2 Cameras preferred
 - 1 for zoom stream (at a minimum)
 - 1 for YouTube stream (hoped for)
 - “Permanent” installation that will remain week to week
 - Elegant controls that allow for easy operation, with adequate available adjustments to accommodate our worship style

- Microphone should be high enough quality for live music pickup
- Aesthetic adaptations of our sacred spaces
 - Imagery, iconography, sacred objects
 - Acoustics
 - Lighting
- Webcasting Resources
 - Visit St. Thomas Hanover
 - For zoom worship
 - In person to see their “rig”
 - St. Andrew’s, Long Meadow, MA
 - Randy’s previous parish, which has an extensive A/V setup
 - Financial: Mission Resources Grants
 - Thousands of dollars in grant monies available for a well-planned worship A/V setup

Section 3: Safety Protocols – Binney, Peter Daley

Clear St. Andrew’s Gathering Protocols

- Health & PPE policies - Peter, Binney, Eric
 - Key components
 - Pre-registration
 - Use Sign-up Genius
 - Contact Tracing can be tied into this
 - Entry Door Check-in
 - Desirable to have strong group of well-trained ushers, for guiding parishioners in all of the above
 - Contact tracing

- Entry Door questions
 - Have you had a temperature?
 - Have you been exposed?
- Masks required
 - Please bring your own
 - (Extras on hand at the door)
- Hand cleaner
 - Automatic dispensers (need to purchase)
- Air Flow
 - Schools are overhauling
 - Great Hall, open windows
 - Nave, low to none
- Time Limits?
 - How long may a group be safely gathered?
 - How much time needs to be left between groups?
- Sanitization issues - Eric, Peter, Binney
 - After use
 - During worship
 - After worship
 - Leave kitchen locked
 - Bathrooms
 - Invite limited usage
- Age
 - In invitations, publish the known vulnerability of folks 65 and up, or with pre-existing conditions.

But do not exclude folks in these groups from attending if they choose.

- Details by gathering location
 - Nave
 - Capacity: 9 on Right + 9 on Left + 15 in Middle + 2 by the Font + 6 in Balcony = **41 congregants + altar party**
 - Families can increase total capacity by grouping themselves
 - Entrance and Egress
 - Bathrooms
 - Handicap Access: red doors
 - Great Hall
 - Capacity:
 - All masked: **24 congregants + altar party**
 - Families only marginally increase capacity by grouping themselves
 - Unmasked?:
 - Entrance and Egress
 - All in through porch door. All out through porch door.
 - Bathrooms
 - Handicap Access: Main driveway door
 - Chapel
 - Capacity
 - Masked: **2 persons**
 - Unmasked: **1 person**
 - Handicap access: Main driveway door

- Outdoors
 - Capacity?
 - Upper Lawn
 - Lower Lawn
 - Front Lawn
 - Memorial Garden
 - Parking Lot
 - Outdoors best practices for masks & distancing?
 - “Entrance” and “Egress”
 - Tents?
 - Handicap Access??
- Number and Frequency of services
 - Desired Frequency
 - “Live from church” weekly by Advent
 - Open for parishioners, ready by Advent (even if not using yet)
 - Number of services, and times
 - Multiple successive services would require strict cleaning regimen
 - Pre-registration required
 - SignUpGenius?
 - Week over week availability? Go by last name?
- Baptisms
- Communion/Forms of communion - Reed, Anne
 - Goals: Communion that is faithful to scripture, tradition, and current need and desire of the congregation

- Liturgical Adaptations
 - Liturgical Protocols
 - Readers do not touch lectern; bring their own copy of the reading
- Music - Susan, Reed
 - Live Options
 - Singers
 - Instrumentalists
 - Prerecorded options
 - How does this dovetail with the permanent recording equipment?
- Socialization after services, and outside of services - Reed, Randy
 - Zoom Fellowship Time has been fruitful
- Funerals, weddings, etc. - Reed, Eric, Susan, Kim
 - Follow same protocols established for Sunday worship
- Adult education - Formation Committee in dialogue with New Worship Team
 - Follow same protocols established for Sunday worship
 - Lean into the fruitfulness already being discovered in small groups on Zoom
- Atrium - (currently not allowed in building by DioNH)
 - Does our space meet NH school guidelines?
- Nursery (currently not allowed in building by DioNH)
 - Does our space meet NH Daycare guidelines?
 - Section 4: COVID-19 Safety Thresholds

COVID-19 infection data which determine safety to gather

- Using a standard metric of COVID-19 prevalence to determine whether open or closed is appropriate
 - Our safety thresholds (drawn from DioNH Short-term Team Guidelines)
 - 7-day average Test Positivity Rate: Must be below 5% for NH, using https://www.covidactnow.org/us/new_hampshire-nh?s=1120251
 - 7-day average Daily New Cases: Must be below 7 cases per 100,000 people for Merrimack County, using <https://www.nytimes.com/interactive/2020/us/new-hampshire-coronavirus-cases.html#county> (see Merrimack County line, look across to cases in last 7 days per 100,000 people, then divide this number by 7 to obtain our metric of “7-day average new cases per 100,000”)
 - If either exceeds the benchmark, we will suspend in-person worship
- National tracking applications
 - https://www.covidactnow.org/us/new_hampshire-nh?s=1120251

Appendix: Resources

- There is a very comprehensive set of guidelines from Emmanuel Church in Boston which has recently reopened for in-person worship. You can access it through their website, <http://www.EmmanuelBoston.org>. In the second paragraph follow the phrase "Here is what to expect" for a full list of what they are doing to welcome people back into their space and keep everyone safe.
- Diocesan Resources: <https://www.nhepiscopal.org/covid19>
- State of NH:
 - <https://www.nh.gov/covid19/>
 - See NH “Safer at Home” protocols and “Universal Guidelines”: <https://www.covidguidance.nh.gov/>

St. Andrew's Formation Committee Report

Submitted by: Diane Les Becquets

For: 11/18/20 Vestry Meeting

The Formation Committee met on Nov. 5th to review our Season of Advent plans. Regarding our small group offerings: John McCausland is leading a six-week life-journey group, for which he has approximately eight participants. The Emmaus group will continue to meet through the month of November, but will then be wrapping up. Winterizing Your Soul is still being offered, but for now, we only have two people who have signed up. We will revisit our small group offerings and participation after Advent.

The committee is moving forward with its plans to erect a giant Advent wreath in front of the church, as well as its plans for an outdoor event on Sunday, November 29th, from 3:30 to 5pm, where families (wearing masks) can stop by the church and make their own Advent wreaths to bring home. Table tent, Advent prayer cards with icons will be available for parishioners, either through the mail or for them to pick up when they make their own wreaths. Booklets with Advent activities will be provided for our atrium-age children.

Announcements will go out to the greater Hopkinton community for the week of Nov. 29th, via local newspapers, regarding the Advent wreath, whereby individuals can submit prayer requests via mail, email, or by filling out a prayer card at the wreath. Our parish's e-news will also make this announcement to our parishioners.

The committee will meet again on Dec. 3rd to discuss how we can best offer up prayers on behalf of the Advent prayer requests.