

St. Andrew's Episcopal Church
Vestry Minutes
December 16, 2020

The online Zoom meeting was called to order by Senior Warden, Anne McCausland at 7:05 p.m.

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

Guests: Jim Whinn, George Schell

With a full meeting ahead Rev. Loy asked Tom Burack to be the time keeper as indicated on the printed agenda.

Opening Prayer and Reflections: Vestry Chaplain, Betty Whinn offered the opening prayer “ Here I am Lord “. Audrey Knight then read from Matthew 1: 17-24 the passage revealing Joseph’s dream where he is visited by the Angel of the Lord and is told to trust that Mary is with child by the Holy Spirit. After time for reflection, we shared our thoughts on the faith, strength and courage of Joseph and Mary as they heard God’s message and believed. We discussed generations and time - we are a drop in the bucket, but every drop makes a difference . The people of Israel were never surprised when an angel showed up, maybe terrified but never surprised. We need to say yes as Mary did, Joseph did. We need to push past our comfort zone and go forward.

Consent Agenda: Anne McCausland asked for a motion to receive the Committee Reports (Building and Grounds, Family Promise, Friendly Kitchen, Adapted Worship Team) submitted and the Financial Report (for file) received. Audrey Knight moved to accept the Consent Agenda, seconded by Betty Whinn and the motion passed unanimously.

November 2020 Vestry Minutes: A motion to accept the minutes from the November meeting was offered by Lucy Crichton and seconded by Peter Daley. There was no discussion. This motion passed unanimously.

Stewardship Update: Anne McCausland reported that the Stewardship Campaign received \$221,344.00 in pledges. This reflects an increase in pledges and new pledges. People have responded in gratitude. We can

probably expect around \$10,000 more to come in within the next few weeks.

Loose Plate: The recipient for our loose plate offering for January and February was discussed. Tom Burack suggested that the homeless be our focus. After some discussion it was decided that we would designate that January and February loose plate offerings go to the Concord Coalition to End Homelessness. We have \$1000.00 in the 2020 Samaritan Fund that needs to be distributed. This could also be given to the Concord Coalition to End Homelessness. Lucy Crichton moved that we designate the January and February Loose plate offerings along with the \$1,000 in the 2020 Samaritan Fund be given to the Concord Coalition to End Homelessness. Pam Manus seconded this and it unanimously passed. Discussion around teen homelessness was shared. Peter will research this population and the need and bring this back to vestry with suggestions and plan for March and April loose plate offerings.

Proposed Amendment to our Bylaws: Tom Burack went over the changes/additions he and the Bylaws committee have proposed. These recommendations reflect the up-dated guidelines from the Diocese and the needs of our parish. After further clarifications Peter Daley moved to accept these proposed ByLaws. Audrey Knight seconded this and it passed unanimously. These will be brought to the Annual Meeting to be ratified.

RenewalWorks Report - Final Review for Sharing with Congregation: Rev. Reed Loy has added the few Vestry clarifications and suggestions within the completed report . The word Rule was discussed and the broad meaning accepted. A grateful thank you to the RenewalWorks team. This report will be brought to the whole parish the second Sunday of January 2021.

Nave Ceiling Update and next steps: Clarke Kidder reported that George Schell has accepted the job of “go to person” for this project. They have received estimates and have settled on the Chris Wardell Company. They have recently done work at our neighbors, First Church. They also included photos of their work at another church, which showed extraordinary craftsmanship. Schedule and plans for our work were presented. After further discussion Tom Burack moved to authorize the wardens to execute and sign such acceptable contracts for the Nave

Ceiling Repair Project and to obtain the needed funds to start this project from the Lucia Ewing Fund. After more discussion this motion was withdrawn and Diane Les Becquets moved to authorize the wardens to execute and sign such acceptable contracts for the Nave Ceiling Repair Project, drawing initial funding from the Lucia Ewing Funds and applying to the Diocese Advance Fund for a \$100,000.00 loan (@3.5%). Audrey Knight seconded this and it passed unanimously.

Salary: At this time Rev. Loy was asked to leave the meeting so that salary and increases could be decided. The Diocese is not doing a COLA increase. The need to recognize the extraordinary effort of all our staff to keep our parish running smoothly was expressed. While a raise would go against the example given by the Diocese, a bonus would be appropriate. After information sharing and discussion it was decided that each staff would be given a bonus equal to one weeks pay. Betty Whinn moved that we give each of our staff (Priest, Administrator, Music Director and Sexton) a bonus equal to one (1) weeks pay. Peter Daley seconded and this passed unanimously.

With Rev. Loy back in the room, Lucy Crichton moved that we designate \$35,000 (of Rev. Loy's salary) as his housing allowance. Betty Whinn seconded this and it passed unanimously. Rev. Loy will get the form/ wording of documentation needed for the IRS acknowledgement of this allowance to the Clerk.

Proposed 2021 Budget: Treasurer Kerrie Diers went over the proposed 2021 Budget. Leaders of the ministries of the parish have submitted their requests. Pledges and income from funds managed by the Diocese have been estimated. All vestry members were able to ask questions on income and expenses and offer opinions on what needed to be Capital Expenses rather than in the line item/ministries budget items. While we would like to have a truly balanced budget there will probably be a need for some drawing of monies from our funds. Diane Les Becquets moved to accept the provisional 2021 Budget as presented. Peter Daley seconded this and the motion passed unanimously.

Capital Campaign: We have talked about a Capital Campaign in meetings prior to this meeting, but now seems the right time to discuss this in more depth. We have a number of projects in need of attention. The expenses for these support the need for a Capital Campaign. Bob Wilson, who has chaired a number of Capital Campaigns has given us an outline/timeline

for a Capital Campaign. As we discussed this it was evident that we not only needed to embark on this road, but the energy and faithfulness for this project is there. It could take 2 years to complete this campaign and perhaps another 2-4 years to collect the pledged support. While it is a large undertaking we feel there is the spiritual energy to move forward. Peter Daley moved that St. Andrew's go forward with initiating a formal investigation into a Capital Campaign. Diane Les Becquets seconded this and it was enthusiastically passed unanimously.

Rev. Loy will contact Bob Wilson. Tom Burack brought up the Conflict of Interest/Duty to Disclose statement. We will discuss this at the January meeting.

Thank you Cards: Rev. Loy will send a thank you note to Rev. Crouch and the parishioners of First Church for their welcoming help in providing a space and organ so that our Sunday services can be filled by organ music. Thanks to Sam Waldo for "mixing and mastering" the singing as recorded and to the choir members for stepping outside the box to present this music to us.

Upcoming special celebrations/events/dates:

- Virtual Christmas Pageant: 5 p.m. Christmas Eve
- 7 p.m. Outdoor in person Service Christmas Eve
- Christmas Eve Christmas Carols (on-line Zoom) 8:20-8:50 p.m.
- 9:00 p.m. full Service Christmas Eve
- Annual Meeting Sunday January 31

Next Vestry Meetings:

January 20th, February 10 (moved up due to Ash Wednesday) new Vestry members orientation at this meeting.

Chaplain, Betty Whinn, closed this meeting with a prayer offering hope, love and trust to sustain us.

The motion to adjourn was made by Lucy Crichton at 9:25 p.m. seconded by Steve Largy with unanimous approval.

Respectfully submitted
Pam Manus , Clerk

Addendum

Building & Grounds report for November- December 2020

Activity:

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

Completed:

- Replaced 2 - 100 watt light bulbs in carriage house with 2 - ten watt LED's
- Met with Margaret Dillon at SEEDs and scheduled the eco-green audit for late January - began collecting data Margaret requires
- Completed the ethernet basic hard wiring plan with 2 minor items remaining.
- Met with contractors to secure proposals for nave and steeple platform repair
- Secured George Schell to volunteer to coordinate nave repair.
- Worked with Johan Gforer to set up a cameras in the great hall for Sunday services and viewing of the altar in the nave.

Ongoing or new:

- Upgrading hall lights to LED. There are 11 remaining ceiling lights to be upgraded. Ed Fairfield has upgraded several and agreed to complete the project.
- Green Audit. Secured Vestry approval to engage SEEDS for the eco green audit. Applying the Diocesan grant will reduce the cost by \$1000. Upon approval, the cost will be incorporated into the 2021 budget.
- Matt Puza has ground the stump from the maple tree removed in October. Still awaiting an estimate to cable the maple tree in front of church and grind the blue spruce stump at the right of the MG..
- Sheep Run wall. Awaiting George Sharpe's quote on the siding and sill rot on the great hall. Work will be scheduled for 2021 pending budgetary approval.
- Narthex. The required work will be included when the nave work is undertaken.
- Ethernet/Telephone wiring. As mentioned above, this work is nearly complete, but there is a need to extend access into the church. This will be worked out in December - January. In the meanwhile a temporary connection has been established.

Damage to NAVE

At this time, we are completing meetings with contractors and working out a schedule of work required in conjunction with ceiling repairs. These include: wiring, lighting, insulation and steeple platform repair.

- Steeple platform repair -Good news- the repairs are quite straight forward and will not be as difficult and, hopefully, less expensive than originally thought.
- Insulation - this will be included in the project and will be in coordination with the eco-green project.

- Ceiling - Based on the reality of the ceiling's condition, the repair will be extensive. We are proposing a holistic approach, looking at a long term solution..
- George Schell, Eric, Reed and I have met with contractors. We have obtained three quotes that are under review. Still to be obtained are electrical and insulation quotes other associated costs to assemble a full picture of the scope of work.
- Now that we have a better picture, we are proceeding to recommend a course of action for the project to be approved, financed, scheduled and completed as soon as possible.
- 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, and especially to Eric Riggs for employing their time and skills over the past month.

Family Promise Report for December Vestry Meeting

Our Family Promise Host week was November 22-29th which included Thanksgiving. Our families have moved from the Birch and Bark Camp Grounds on Oct 31 to St. Theresa's Church in Henniker where they planned to stay for the month of November. After 1 1/2 weeks at St. Theresa's they moved again to the First Congregational Church parsonage in Henniker. The parsonage was not in use as their rector had his own home. They offered to house the Family Promise families until other plans could be worked out (including until our host groups were open for families moving from church to church as originally done). There were initially 2 families but one mom died suddenly and her daughter was taken to VT to an aunt's home. The one family left consisted of Mom and son, Emery. We decided to provide evening meals from Sunday - Saturday excluding TG. For TG we gave a basket with a small turkey breast, fresh vegetables, a pumpkin pie, potatoes so that the wonderful smell of a turkey cooking could be experienced. We were able to give the family \$75 in Visa gift cards and \$50 in gas cards. We also gave them some puzzles, games and DVDs for the television (no tv connection for them too costly) The family was so excited and thankful for our efforts. The smile on Emery's face was the best reward! With the different times we face we are so very grateful for the volunteers who have stepped up to support this ministry. We also realize that the cost of heating the Henniker parsonage and providing electricity is a burden that we all should share. Dawn Berry of First Church has suggested that we all make a donation to FPGC for their on-going program and to offset extra utility costs. I will bring this to the Vestry for support.

December Report of the Adapted Worship Team, 12/11/20

Below are updated guidelines for building and ground use during pandemic.

Section 4: COVID-19 Safety Thresholds

COVID-19 infection data which determine safety to gather

- Using standardized metrics of COVID-19 prevalence to determine whether open or closed is appropriate. All forms of gathering assume full masking, 6-foot distancing, and any other required safety protocols.
 - Our **Indoor Worship** safety thresholds (drawn from the Episcopal Church of NH “Short-term Team” Guidelines)
 - Positive Test Rate: Must be below 5% for NH, using https://www.covidactnow.org/us/new_hampshire-nh
 - Daily New Cases: Must be below 7 cases per 100,000 people for Merrimack County, using https://www.covidactnow.org/us/new_hampshire-nh (this is the average daily new cases/100K over the last seven days)
 - If either exceeds the benchmark, we will suspend in-person worship
 - Our **Indoor Non-Worship Gatherings** safety thresholds (when met, gatherings of 10 or fewer people are allowed inside, following all other safety guidelines)
 - Positive Test Rate: Must be below 10% for Merrimack County, using https://www.covidactnow.org/us/new_hampshire-nh
 - Daily New Cases per 100K: Must be below 50 for Merrimack County, using https://www.covidactnow.org/us/new_hampshire-nh
 - If either exceeds the benchmark, we will suspend in-person indoor gatherings
 - Our **Outdoor Non-Worship Gatherings** safety thresholds (when met, gatherings of 10 or fewer people are allowed outside, following all other safety guidelines)
 - Positive Test Rate: Must be below 10% for Merrimack County, using https://www.covidactnow.org/us/new_hampshire-nh
 - Daily New Cases per 100K: Must be below 75 for Merrimack County, using https://www.covidactnow.org/us/new_hampshire-nh
 - If either exceeds the benchmark, we will suspend in-person outdoor gatherings
 - For **Outdoor Worship**, or for special outdoor circumstances, the Rector will determine safety protocols at his or her discretion, in consultation with the Adapted Worship Team

- **Individual building users:** When following all other safety protocols, individuals who need to address an in-building ministry need may enter to expeditiously accomplish their ministry task. If you see others in the building, do not “become a group” (since you have not booked the space as an authorized group) by staying to talk together.
- **Staff:** In continuing conversation and following all other safety protocols, Staff continue to have access to the building.