

**St. Andrew's Episcopal Church  
Vestry Meeting  
January 20, 2021**

***Walking Together, Recognizing Jesus, Practicing Resurrection***

Senior Warden, Anne McCausland, call the on-line Zoom meeting to order 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, Betsy Wilder, Brian Tucker, Lucy Crichton, Diane Les Becquets, Peter Daley, Tom Burack, Steve Largy and Clerk Pam Manus.

Opening Prayer and Reflection: Chaplain Betty Whinn offered a prayer seeking spiritual guidance as we move forward doing the business of the parish. She asked Brian Tucker to read our bible verse: Matthew 5: 1-11, 23-25:

- 1.** Now when Jesus saw the crowds, he went up on a mountainside and sat down. His disciples came to him,
- 2.** and he began to teach them. He said:
- 3:** Blessed are the poor in spirit,  
for theirs is the kingdom of heaven.
- 4:** Blessed are those who mourn,  
for they will be comforted.
- 5:** Blessed are the meek,  
for they will inherit the earth.
- 6:** Blessed are those who hunger and thirst for righteousness,  
for they will be filled.
- 7:** Blessed are the merciful,  
for they will be shown mercy.
- 8:** Blessed are the pure in heart,  
for they will see God.
- 9:** Blessed are the peacemakers,  
for they will be called children of God.
- 10:** Blessed are those who are persecuted because of righteousness,  
for theirs is the kingdom of heaven.

**11:** Blessed are you when people insult you, persecute you and falsely say all kinds of evil against you because of me.

**23** “Therefore, if you are offering your gift at the altar and there remember that your brother or sister has something against you, **24** leave your gift there in front of the altar. First go and be reconciled to them; then come and offer your gift.

**25** “Settle matters quickly with your adversary who is taking you to court. Do it while you are still together on the way, or your adversary may hand you over to the judge, and the judge may hand you over to the officer, and you may be thrown into prison.

We shared our thoughts on the reading, acknowledging that the 11 Beatitudes and their wisdom were perhaps a blueprint for our focus/missions. And with that in mind the last 3 verses could serve to be a guide for the vestry and parish as plans for the future and the focus of our parish will be topics under discussion. Bringing our best and compromising when able are goals. If unable come together, bring the matter to a higher power in prayer and honest intention, realizing that not everything we discuss/ debate will be settled with an unanimous vote. When done with respect, transparency, trust and love we can accomplish much!

### **Consent Agenda:**

Anne McCausland asked for a motion to accept the Consent Agenda which includes reports from the Friendly Kitchen, Family Promise and Building and Grounds. Along with our Financial report for the file. Brian Tucker moved to accept the Consent Agenda as presented. Peter Daley seconded this and there being no discussion, a vote was called and this motion passed unanimously.

**Accept the December 16, 2020 Vestry Meeting Minutes:** Anne McCausland then asked for a motion to accept the December 16, 2020 Vestry Meeting Minutes: Lucy Crichton moved that these minutes be accepted. Betty Whinn seconded this and with no discussion offered , the motion passed unanimously.

**Stewardship Update:** Anne McCausland reported that we now had \$234,042.00 represented by 80 pledges. There might be a few more pledges that will come in this month.

### **Old Business:**

**RenewalWorks Update:** Rev. Loy reported that 26 “zoom personal screens” stayed after services this past Sunday. Questions were asked, many shared ideas. Betsy Wilder and Tom Burack shared their thoughts on the spiritual paths they found themselves moving along. Each had an “AH HA” moment as they grasped concepts and envisioned their growth. The Parish responded enthusiastically and voiced support for moving forward on the RenewalWorks Next Steps. Rev. Loy praised and thanked the committee for their hard and faithful work.

**The Formation Committee** met yesterday and are going to use the RenewalWorks final report as a focus. Hopefully all groups will see the benefit of using the Next Steps as a tool to sharpening their ministries. We shared our thoughts on helping to keep this report with Next Steps in the minds of our parish. Helping to keep the spirit alive and in the minds on a weekly or daily basis, could be visual - a one word sent to their email . The parishioner could have choices to help themselves develop or continue their plans to walk with Jesus. We could use our E-Blast perhaps a “Word of the Day”, or a link to a reflection using a link easily put into a brief statement of content. Some people might choose to read a prayer for the day, others might choose to watch a short presentation through an offered link i.e. morning or evening prayers with Brothers or Sisters. Many of our parishioners are computer friendly, so this might be a creative way to support them along their Spiritual Growth. There will be small groups offered to delve into what a spiritual journey might look like and feel like. There will be one or more groups lead by Rev. John McCausland. These may be recorded so that others might be able to use them as stepping stones on their journey.

**Capital Campaign:** Rev. Loy reported the he, Anne McCausland and Bob Wilson have met to discuss moving on our Capital Campaign, the time lines, and the process. Bob Wilson is eager to go forward and will get

started as soon as possible. The immediate work of the Vestry now should focus on what will be on our list of needs and wants. We should bring these ideas to our February and March meetings to sort out and prioritize our needs and record our wishes. Then in April and May we will work on and write up our case statement, a short one page statement of what we want the Campaign Goal to cover. This will give us an idea of the monetary goal. In June, Bob Wilson will take this statement and start the work of gathering a group to endorse and start moving our Campaign forward. We took the next 10 minutes to start expressing our thoughts on what needed to be included in the Capitol Campaign. Clarke Kidder gave a brief overview of the work being done on in the Nave. Starting February 8th, scaffolding will be staged. The removal of the insulation should start on the 11th and wiring should follow around the 18th. Most of what can be removed from this area has been . Ed Fairfield has taken on the refurbishing of the sconces. George Schell is coordinating the rest of the plan. We will be keeping the lights where they are now, just updating the bulbs changing to LEDs and dimmer switches so that they can be used to support the liturgy. Monthly reports and perhaps some videos will be available for the congregation to follow the progress.

**Discussion and brainstorming our needs and wants:** These included the work done in the Nave, updating our internet with plans for improving the zones where internet is improved. Providing a remote screen in the great hall for overflow services, video use during group meetings. Our stained glass windows need to be helped/replaced or repaired. Our organ should be replaced. Planning for outside work, improving the disabled entrance areas, improving the surface of the memorial garden (pavers), imagining uses for the land behind the carriage house. Improved storage areas. Plantings and improvements in our landscape. We will come back in February at our meeting to start this list with a more formal look identifying our have to do needs, our want to do needs and our wishes for the future. A list of more specific ideas is included in the Addendum.

**DAF Loan:** Rev. Loy reported that we have been given the DFA Loan for \$100,000. Their request that we do a financial review utilizing parishioners who have not been involved with the Finance Committee, or our Treasurer. This would have a parishioner (or 2) going over our finances looking at

internal controls. Rev. Loy will reach out to one or two parishioners to take up this work.

**Decision-making on Conflict of Interest Policy for Vestry Members:**

Tom Burack briefly went over the Conflict of Interest Policy for Vestry Members. This is a recommendation taken from the model by-laws sent out by the Diocese. It also refers to the state law which doesn't really apply to us. We went over the Duty to Disclose and had some questions on the wording about Senior Warden and Rectors duties, and can we support this document with support found in the Cannons with reference to conflict of interest. We will table the decision until the February meeting at which time Tom will bring back the findings of the By-laws group.

**PPP Loan Decision:** We have had a few months to discuss and pray about whether or not to apply for forgiveness of the PPP Loan, it is time to vote. Senior Warden made the motion to apply for forgiveness of the federal PPP Loan. Kerrie Diers seconded this. The vote was called for and the results were 9 yeses and 4 nos. The motion is passed and our treasurer will fill out the appropriate forms with TD Bank within the time line given us. Rev. Loy offered a prayer of thankfulness for our diverse gifts and trust in our blessings as we do the work of the parish.

**2021 Budget:** Treasurer Kerrie Diers presented the 2021 Budget. We have had time to bring any need for clarifications or questions on line items, so they were addressed and answered. The budget has been brought as close to a balanced budget as possible without having a final count on pledges. The discussion was brief but thorough. Betsy Wilder moved to accept the 2021 Budget as presented. Peter Daley seconded and the motion passed unanimously. A huge thanks to Kerrie Diers, Treasurer, for all her hard work on this budget.

**2020 Annual Report:** The 2020 Annual report was sent to us prior to this meeting and additions and corrections were called for. It was noted that under nominations for Vestry a name had been left off. This was corrected. There were a few changes in the Agenda, other than that the Report was accepted. The report will be available to the parish in digital form with a link

in the EBlast. If people would like a paper copy they will be available upon request to the office.

### **New Business:**

**Thank you to Out Going Vestry Members:** Tom Burack and Brian Tucker were thanked for their good work and support during their time on the Vestry. It has been a blessing having their participation and input. We wished them well and again thanked them both for their good work.

**Accepting the donation of a painting by member Victoria Sager:** An original painting done by Victoria Sager, a new parishioner to St. Andrew's, titled Receiving Grace, has been offered as a donation to St. Andrew's. It is a modern painting depicting arms outstretched with open hands done in muted yellows and tans. After brief discussion Lucy Crichton moved to accept the painting, Receiving Grace done by Victoria Sager, as a donation to St. Andrew's. Steve Largy seconded this motion and it passed unanimously.

### **Upcoming special celebrations/events/dates:**

- Financial Review Zoom Meeting 10 a.m. January 24th
- Annual Meeting Zoom 9:00 a.m. January 31, 2021

**Thankyou Notes:** Lucy Crichton will write to Victoria Sager and Pam Manus will write to Cindy White.

**Closing Prayer:** Chaplain Betty Whinn offered our closing prayer.

The motion to adjourn this meeting was made by Brian Tucker, seconded by Tom Burack. The vote was unanimous to adjourn the meeting at 9:00 p.m.

Respectfully submitted

Pam Manus, Clerk

## **Addendum**

### **Ideas verbalized re: Capital Campaign needs and wants:**

- Expanding use of Great Hall
- Signage
- Landscaping around great hall
- Landscaping to enhance use of land behind carriage house
- Kneelers and bench cushions
- Expanding the Carriage House for Storage
- Purchase of large tent for outside gatherings
- Fire pit for Evensong
- Labyrinth
- Organ, pipes in back
- Handicap accessibility - width of aisle, place for wheelchairs
- Great hall floor
- Pavers
- Window in wall in Narthex looking into Nave
- Downstairs upgrade
- Stained glass window restoration/?replacement
- Dishwasher
- Baptismal font placed in more accessible space
- Preservation of our history
- Move pews around
- Tech person for web design and upkeep
- Piscina sink
- Improved internet

## **FRIENDLY KITCHEN REPORT FOR VESTRY JANUARY MEETING**

St. Andrew's continues to serve supper at the Friendly Kitchen the 4th Tuesday of each month to 50-70 food insecure people (who are referred to as "quests") in the Concord area. Our COVID regulations

prevent us serving them inside the building so “to go” boxes are prepared and offered at the front door. With those regulations in place, masks and social distancing, it limits the number of volunteers allowed or needed for this process. There are 5 dedicated volunteers who plan, cook and package up the evening meal each month. Debbie Monroe and Pam Manus plan and cook the meal. Vickie Haines, Linden Rayton, and Sylvia Hoyt prepare the dessert, make sure the utensils and if needed, condiments, are packaged. The meal is then put in the boxes to be distributed. It is a ministry that more of our parishioners will be able to join in as our lives get back to a more open lifestyle.

### **FAMILY PROMISE REPORT FOR VESTRY JANUARY MEETING**

The Family Promise ministry as St. Andrew’s has experienced it has changed drastically. While last year we welcomed and housed homeless families in our space for 1 week four times a year we now can not due to the COVID regulations. We prepared meals, hosted the families as we welcomed them each evening into a safe, warm space, served dinner, provided a calm presence and stayed overnight to keep them safe. Now we prepare meals, offer gift cards and gas cards, while the families are housed in the Henniker’s Congregational Church’s parish house. We have no real interaction with these families, but our hearts are holding steadfast to the promise of returning to a more “normal” schedule. Our next week will be in May and while we don’t know what the normal will be, we will be ready.

### **Building & Grounds Ministry Report for December - January 2021**

#### **Activity:**



This month we continue to complete projects and make progress on those that are ongoing:

### **Completed:**

- Upgraded remaining hall lights to LED
- Met with Margaret Dillon at SEEDs and scheduled the eco-green audit for late January - began collecting data Margaret requires
- Diocesan grant for energy audit approved.
- Completed the ethernet basic hard wiring plan.
- Began the upgrade and extension of wireless internet.
- Submitted 2021 budget and list of 2021 capital maintenance (excluding Nave projects) items.
- Cleaned out attic over Nave in prep for ceiling work.

### **Ongoing or new:**

- Green Audit. To be conducted week of January 18<sup>th</sup>.
- Matt Puza . 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..
- 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.

### **NAVE Ceiling**

We have chosen contractors and scheduled work beginning with steeple platform. Nave work is planned for completion by March 2021.

- Steeple platform repair -Chris Wardell: Basic repairs started January 6<sup>th</sup> - repaired leak, secured roof, removed railings (taken to shop for rebuild). Project to be completed in spring.

- Insulation - Newell and Crathern: Remove old insulation - set for February 11<sup>th</sup>.
- Scaffolding - New England Scaffolding, February 8<sup>th</sup>.
- Ceiling - Chris Wardell : Work to begin February 15<sup>th</sup>.
- Electrical - R+T Electric: Upgrade circuits and Ceiling lights. Existing chandelier and sconces to remain. Work in conjunction with Chris.
- 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, Paul Carey, and Eric Riggs for volunteering their time and skills over the past month.

### Memorial Garden Ministry Report January 2021

- Reviewed the year’s challenges and accomplishments to the parish (through the Memorial Garden Report in the Annual Report 2020) and to the MGC (through a [Christmas](#) letter)
- Decorated the new memorial planter with a great variety of evergreens. Thanks to Eric Riggs, we were reminded to put screening in place to keep drainage holes open.
- Financial Overseer Betsy Wilder examined and reviewed with the committee the 2020 finances (please see [January 12<sup>th</sup>](#) minutes). The committee looks for the approval of the 2021 MGC budget on [January 20<sup>th</sup>](#).
- Much discussion of plants to obtain for both the planter and the garden beds. More research TK.
- Much discussion of how the annual Children’s Seedling Project might proceed during a COVID spring.
- Checked after significant snowfall to see whether snow needs to be cleared away from the newly restored gates
- Ongoing record-keeping and clarification, especially with regard to Perry Brothers.
- Proceeding with update of the pamphlet that lists those memorialized in the MG.

- Investigation of feasibility of handsome and affordable garden signage (provided for in the budget) that could be deployed as early as this spring to invite people into St. Andrew’s Memorial Garden

**Policy for Addressing Conflicts of Interest,  
Including Pecuniary Benefit Transactions**

**Vestry of St. Andrew’s Episcopal Church, Hopkinton, NH**

Statement of Policy. The Vestry shall not permit conflicts of interest to influence its actions or decision making on behalf of the Congregation.

Duty to Disclose. Should any item come before the Vestry that might result in a Vestry Member having or appearing to have a conflict of interest either by occupation, place of residence or other holdings, or any other interest, including interests of the Vestry Member’s immediate family members, the Vestry Member shall make his/her personal interest known to the Senior Warden and Rector as soon as he/she recognizes a possible conflict. Disclosures may initially be made orally and must also be reduced to a writing submitted to the Senior Warden and Rector.

Deliberations and Voting by the Vestry. The affected Vestry Member shall refrain from participation in Vestry discussions of, or from attempting to influence Vestry consideration of, or from voting on matters regarding, the issue unless and until the Senior Warden, following evaluation of the matter and consultation with the Rector, determines that no conflict of interest exists.

This Policy for Addressing Conflicts of Interest, Including Pecuniary Benefit Transactions, was adopted by the Vestry on \_\_\_\_\_, 2021.

Certified by:

\_\_\_\_\_

\_\_\_\_\_, Clerk

