

St. Andrew's Vestry Meeting
November 17, 2021

The Vestry meeting was called to order by Senior Warden Anne McCausland. Those present were: Senior Warden Anne McCausland, Junior Warden Clarke Kidder, Rev. Reed Loy, Chaplain Betsy Wilder, Audrey Knight, Peter Daley, Lisa Brown, Diane Les Becquets, Judy White, Betty Whinn, Lucy Crichton and Clerk Pam Manus.

Unable to attend: Steve Largy and Treasurer Kerrie Diers.

Guests: Bob Wilson, Melissa Trafton, Fred Briccetti and Emilie Burack

Opening Prayer: Chaplain Betsy Wilder offered an opening prayer. She then put forward a quote from G. K. Chesterton from his book, *Faithful Laughter*; *“A characteristic of the great saints is their power of levity. Angels can fly because they can take themselves lightly”*. We then shared our thoughts, our reflections.

- We can laugh at ourselves and not take ourselves so seriously. When we let some unimportant issues take over we can lighten up. Lay it all down and let it go.
- Let go and let God.
- When we are discussing a topic and we think we have it all set, someone will offer a different insight and it occurs to us that there are different sides, different perspectives that we hadn't considered.
- Levity can be seen as lack of ego. An example might be St. Francis or Mother Theresa. Harriet Powers, a slave, is known for her quilts which are considered among the finest examples of nineteenth-century Southern quilting. She was very unassuming.
- Dorothy Day, who co-founded the Catholic Worker Movement, worked hard but did not think she was as important as the people she fought justice for. She became known for her social justice campaigns in defense of the poor, forsaken, hungry and homeless - a very unassuming woman.
- When we think we are very important to the success of any one thing, we can look in the mirror and laugh at this sense of importance knowing that if we weren't there all would go on without us.

Consent Agenda:

- Receiving the Financial Report: Anne McCausland reported that our Quickbooks program is working out well thanks to help from the diocese.

We finally have a Balance Sheet. The financial report is accepted for the file.

- Receiving Committee Reports: The committee reports from the Friendly Kitchen, Family promise, Formation Ministry and Buildings and Grounds were submitted. Anne McCausland wanted to add to the Building and Grounds report that the Insulation is being paid for through a grant that Rev. Loy completed. He was thanked for that good work. Betsy Wilder moved to accept the Financial Report for the file and the committee reports submitted. Betty Whinn seconded and it passed unanimously.

Minutes from the October 20, 2021 Vestry meeting and the October 26, 2021 Special Vestry Meeting. A motion to accept these minutes from the two October meetings was offered by Clarke Kidder, seconded by Audrey Knight. There was no discussion, no additions or corrections. This passed unanimously.

Old Business:

Capital Campaign: Betty Whinn reminded us that while we voted to explore the notion of a Capital Campaign we did not formally vote to have one. Betty moved that following months of preparatory work and stepwise exploration of a Capital Campaign, the Vestry is in favor of conducting a Capital Campaign for the purpose of bringing our parish closer to God by caring for our worship space, making improvements based on the input of the parish. This was seconded by Clarke Kidder. There was no discussion. This motion passed unanimously.

Capital Campaign Discussion Team Report: The Vestry then heard from the team of Melissa Trafton, Betsy Wilder, Betty Whinn and Audrey Knight, who will be leading the parish wide discussion sessions. They offered a letter to be sent out to the parish outlining the reasons for the sessions, the focus of the sessions and announcing the dates and places planned for the discussions. Using this letter we went over the projects to clarify each section:

- Loan: We will be paying back the money that we received from the Diocese for the plaster, paint and insulation.
- Organ: The proposal from A. David Moore in VT will be put to the parish and questions answered.

- Restoration of the Stained Glass Windows and Clear Glass Windows: The Vestry will offer for parish input the proposals from Paulson Stained Glass in MA and Olde Window Restorers NH for the stained glass and clear glass restoration. We will gather more information on whether there is a need for protective storm windows for the stained glass windows and this will be available for Q&A.
- Chancel/Interior Worship Space: The Vestry will offer for parish input the Warren Street Architect's proposal to create a single (elevated) floor for the chancel around the raised altar and moving the altar rail forward so that there is more space around the altar. There would be no step ups required for parishioners approaching the rail for communion. After much discussion around handicapped access, it was decided to proceed with the diagram from the Warren Street Architects. We can ask our contractor to develop a temporary ramp to access the chancel area surrounding the altar. This can be brought out when needed. Suggestions concerning a permanent ramp seemed to include more changes to the nave than were acceptable at this time. As far as Handicap pews, we would like to get a drawing of these and then this can be addressed when we meet with the contractor (when hired).

Capital Campaign Council's Report: Bob Wilson then went over his part as Council of the Capital Campaign. He is a bit disappointed that we aren't farther along in this process, as he has been excited about leading this campaign. He felt that he could have completed the Feasibility Study and we would be on our way - well into the Campaign itself. He has done some rough calculations, using our history of pledging, to determine the monies that could be raised for 3 or 4 year pledged payment plans. He feels strongly that St. Andrew's has the capacity to meet the needs of the campaign as it stands now. We reviewed our proposed projects for our Capital Campaign. We have two sections: most likely and additional possibilities for inclusion in Capital Campaign:

Most Likely

- ceiling and walls.
- stained glass
- clear glass
- storm windows/window fund
- organ
- sanctuary accessibility
- front entrance/landscaping
- solar panels

Additional Possibilities

- mission tithe
- building endowment

(At this point we realized that we were going to need more time than our allotted 2 hours that we plan for our Vestry meetings. We voted unanimously to extend our discussions/meeting for another 40 mins.)

Bob Wilson continued with his report. He hoped that Melissa Trafton would write the Capital Campaign Case Statement, she has agreed. She will collect information gathered from the parish wide discussions and write the case statement. Rev. Loy then asked that the Vestry plan for special meeting on January 5, 2022 to certify the the Capital Campaign Case Statement.

Bob stated that with the Case Statement and other information on the projects a handout/prospectus would be compiled and send that to 15-20 parishioners who will be invited to read it (couples and singles). Bob would then sit with them and find out what they were passionate about, what they could support and what if anything they weren't interested in. He would discuss the campaign asking if what was proposed made sense. What piece jumped out at them? He can then work with them to determine what they would be able to give. He will come back to us with what he considers a projected figure. He will share with us his thoughts on our being able to meet the needs of the campaign. A glossy brochure will then be produced and will go out to the whole parish. He expects that the people he sits with will pledge, and he believes also that the Vestry should be prepared to pledge. He and his team, Fred Briccetti and Emilie Burack, will go out soliciting pledges. Bob felt that 70% of our goal will be raised quickly through the early participants. He felt that it would take about 12-15 months for all to be solicited, pledges made and pledge cards signed. We need to get moving.

We then spent time going over the letter to go out to the parish inviting them to join the Capital Campaign discussions sessions. There were suggestions as to changing the words used to clarify the reasons for our campaign and the invitation to give input and ask questions. Melissa and her team will rewrite the letter using some of the language offered. We then discussed the need for a response form. Some points were that there are many people who are not comfortable speaking out about topics, especially if others have voiced different opinions. We want this to be inclusive, all should feel heard. We will ask for people to sign the form. We

should include a statement asking if they would like someone to get back to them to discuss their thoughts and answer questions.

We then decided that the rest of the agenda will be put off until December.

Closing Prayer: Chaplain Betsy Wilder closed the meeting with a prayer.

Lucy Crichton moved to adjourn at 9:50 p.m. Peter Daley seconded this and it was passed unanimously.

Respectfully submitted

Pam Manus, Clerk

Agenda Items moved to December meeting:

- DAF Loan for nave repairs: formally incorporating repayments into the budget.
- Reviewing possible needs for additional church staff time, Rev. Reed

New Business

- Report from Diocesan Convention
- Initial 2022 Pledging Update
- Water Heater Replacement, Special Funds Designation

Upcoming special celebrations/events/dates

- The “Advent Event”, November 21 after 10AM worship
- First Sunday of Advent, November 28
- Christmas Pageant, December 19 in 10AM worship
- Christmas Eve, 5p, 7p, 9p worship services (no Christmas Day worship)

Thank You cards

Next meetings: **December 15, Special January Meeting (tent. Jan 5th),
January 19**

Addendum

Formation Committee Report

For: November 17th Vestry Meeting

Submitted by: Diane Les Becquets

Formation Committee: John Gfroerer, Lucy Crichton, Anne McCausland, Reed Loy, Diane Les Becquets

The adult formation is about to begin its third and final session of classes for the purpose of exploring and trying out different rules of life. The committee will be meeting to discuss ways we can translate what we have learned from these sessions into a rule of life for the parish. About 10% of the parish has participated, so we will be asking ourselves how this can reflect on the parish as a whole.

Our third group of classes, which begin on Sunday, November 14, are as follows:

- November 14, 21, 28 & Dec 5: Section 3 “**Here am I, the servant of the Lord**” (Faithfulness in our Vocations)
 - Nov 14: A peek ahead: Tracing the growth of Rules of Life

“So Amos answered the king, “I was not a prophet or the son of a prophet; rather, I was a herdsman, and I took care of sycamore figs.”

- 21: Moments that Stick
 - Prepared storytellers sharing moments of meeting God in their work and play
 - 9:40: “I make sure I see a miracle every day” (Practice loosening the soil for these moments)
- 28: Prayers that Stick
 - Giving flesh to multiple forms of personal prayer

- 9:25: Creative activity that owns and celebrates our personal “traveling prayers” that we have already. Or that helps people take hold of a “try on traveler”
 - December 5: A Prophet Among Them
 - “Whether they hear or refuse to hear (for they are a rebellious house) they shall know that there has been a prophet among them.” -Ezekiel 2:5
 - How to let the Light of Christ shine through us in our work and play
 - 9:40: Power poses, Jesus-style
- December 12th: Sending forward activity, anticipating January to March activity

Family Promise Report for Vestry Meeting November 17th

Even in the continued COVID restrictions, the program continues to be effective. Our family of 6 have found a large apartment in Suncook and continue to thrive. There are 2 families in the program at present, a mother and her 3 school age children and a dad and mom and their 2 young children. The governing board of Family Promise of Greater Concord is looking at moving the Day Center and offices to a first floor location. They are close to making a decision this month.

Friendly Kitchen Report for November 17th Vestry meeting

The number of guests using the Friendly Kitchen for either lunch or dinner or both is steadily rising. We recently served 91 dinners and the lunch crews are seeing 50-60 each noon. The kitchen will shortly start the winter breakfasts. Guests are eating inside and recently if groups serving dinner have enough workers to run the dish washer, the real plates are being used. If they don't have enough man power they may use large strong paper plates. Our monthly night is the 4th Tuesday and if anyone would like to join the teams please contact either Debbie Monroe at debmonroe607@gmail.com or Pam Manus @ pjmanus1984@gmail.com.

There is a new program at the kitchen. On Tues and Thurs mornings they make, pack and deliver 2 dinners a week to families signed up at the Concord Boys and Girls Club and Merrimack Day Care Centers. The families signed up will be able to pick up 2 evening meals once a week when they pick up their children. If you would like to join that group please contact Pam Manus @ pjmanus1984@gmail.com or 503-573-1528.

Building & Grounds Ministry Report for October - November

Activity: We have continued to wrap 2021 work items:

General Projects Open:

- Operating Budget. 2021 actual expenses are tracking closely with the budget. We are now working on the 2022 budget with adjustments being made as appropriate.
- Tree work. The tree behind the parking lot that fell over is expected to be removed by the end of October (wood may be reusable for firewood).
- Painting of the Great Hall (MG side) has been moved to 2022 due to Chris Wardell's schedule.
- Steeple platform repair - additional leak was detected; George is continuing to deal with a contractor for repair. He is expecting a quote by the end of November.
- Steeple railing replacement remaining - Completion delayed pending repair of platform leak.
- Insulation - Bid received and approved. Contract signed and deposit submitted so that work can be scheduled ASAP. We have applied for a Diocesan grant has been approved for \$29K. Given that and transfer of \$15K from the so-called generator fund, the full cost of insulation as outlined by our "Eco Green" audit is now covered and will be completed this year.
- Water runoff rear of classrooms. During heavy rains this summer, we had water enter the Youth Room under the door. The cause was due to clogged sidewalk drains. NHS&D investigated, and subsequently cleaned out the clogs in the drains and determined what further remediation is required. Their recommendation is still under review. Corrections outlined in the report may not be completed until spring 2022
- Elevator. All corrections except indicator lights are complete. The LED's received were incorrect and have been reordered. They will be installed when received.
- Leaking water heater. It has deteriorated to the point of replacement. We had hoped to budget it for 2022 but it should be done ASAP. I have contacted Mike Reid Plumbing for recommendations and a quote. Because of cost and piping, a new 40-gallon unit will replace the old one as early as December.

Completed:

- Tree work. Trimming and removal of dead overhanging branches that resulted in a temporary parking has been completed
- Clean up Sunday. This is scheduled for November 7. Pretty successful. All leaves raked up and gates removed for winter storage.
- Hairline cracks in the Narthex walls. Eric found two minor cracks in the wall to the right of the cellar stairs. Chris has inspected has repaired.
- Additional outlets in the rear of the Nave have been installed. These were required to power new air handlers

- Repairs to siding on the Sheep Run wall have been delayed but are expected to be complete by end of Fall.
- Valves were replaced and plumbing repaired in the rest rooms on the lower level of the church.

Continuing thanks go to several people: Ed Fairfield, George Schell, Eric Riggs, members of the B&G Ministry and parishioners for volunteering their time and skills over the summer.

Memorial Garden Ministry Report October

Saint Andrew's Memorial Garden Ministry-Vestry Report - October 2021

Attendees: Ten people were in attendance.

Opening Prayer: Offered prayer of thanksgiving and request for blessing for the gathering of friends and the work we do in the name of Jesus.

Financial: Information gathered for preparation of the 2022 M.G. budget.

Watering: Nancy Clark will prepare the 2022 watering schedule.

Memorial Planter: Decorated with assorted greens in preparation for Judy Barnes' wedding.

Additional Signage: A welcome sign to be purchase during the winter months.

M.G. Clean up: Scheduled for October 19th and completed.

Gallery and Gate: M.G. members and friend sanded and applied treatment with a preservative.

Home & Garden Visit: Maggie Frank hosted a luncheon and a tour of her gardens on October 6th.

Winter Activities: Plans for winter activities will be discussed at the November meeting.

Garden Alert: Asian jumping worm found in NH. Word of caution about moving garden plants from different locations to the Memorial Garden.

Next Meeting: November 9th, 10:00 A.M.

Saint Andrew's Memorial Garden Ministry Meeting Notes - November 9, 2021

Attendees: Co-Chair, Rebecca Briccetti, Co-Chair, Binney Wells, Financial Overseer, Betsy Wilder, Liz Carey, Nancy Clark, Liz Cooper, Maggie Frank, Carol Hodgdon, Betty Whinn, Recording Secretary (substitute).

Opening Prayer: With joy and gratitude we commemorated All Saints, those among us, those before us and those yet to come for their foresight, dedication and hard work in creating and maintaining this holy space. We honored those whose names appeared on the 1997 MG Work Force List.

End of Season Wrap Up: Urns and large pots have been emptied and the gates are stored. When greens in the planter dry out, they should be refreshed. Binney brought her flower pots

home along with the mums. On clean-up Sunday, November 9th, the garden plantings were cut back with help from Erin Collins and her daughter Clare. Rebecca will send a thank you note.

Financial Report: Betsy provided the 2022 Vestry budget request for our review and also a list of financial gifts to the Garden. She will work with Kim Wertz and a person from the Diocese to improve financial reporting. We thanked Betsy for all the work she had done.

Memorial Garden Welcome Sign: Binney and Liz Carey are working with the vendor to purchase a 6 x15 inch welcome sign, which will be mounted on free standing stakes. They are waiting for a computer sketch. Font will be the same as the other sign minus the cross.

Update Website Photos: Liz Carey and Binney brought in several fine photos to be considered for the website. We all had an opportunity to vote by placing a piece of wrapped candy on the photo of our choice. Several were selected. Photos not chosen at this time will be considered for future use and possibly used in the new directory.

Gallery and Gates: Both have been treated and the gates stored in the carriage house for the winter.

Ideas for MG Winter Activities: Rebecca presented an opportunity to think about activities to take place during winter and early spring. She feels the time is right. The activities would be open to parish members and possibly members of the community. The MG team would schedule the activities and provide light refreshments. Possible activities would be workshops such as Ed Fairfield on sharpening tools, forcing spring flower bulbs, arborists, artists, outdoor painting, photography, or even a fundraiser. This requires careful planning and Vestry approval.

New Business: Maggie purchased beepers to be used in the spring to repel chipmunks. She offered hyacinth bulbs for planting and brought us bay leaves from her plant.

2022 Field Trips: Many locations were suggested. Among those were a visit to another church garden, John Forti Garden, Mt. Auburn Cemetery, Lavender Garden in Warner, Fells Hays Estate, Garden of the Woods.

2022 Slate: Unchanged. Rebecca Bricetti, Co-Chair, Binney Wells, Co-Chair, Betsy Wilder, Financial Overseer, Audrey Knight, Recording Secretary, Betty Whinn, Chaplain and Substitute Recording Secretary.

Watering: Nancy offered to prepare the watering schedule for 2022.

No meeting scheduled for December

Next Meeting: January 11, 2022 10:00 A.M.