

St. Andrew's Vestry Meeting December 15, 2021

The December Vestry meeting was called to order by Rev. Reed Loy at 7:05 pm.

Those present: Rev. Loy, Clarke Kidder, Junior Warden, Kerrie Diers, Treasurer, Betsy Wilder, Chaplain, Judy White, Betty Whinn, Peter Daley, Lucy Crichton, Audrey Knight, Diane Les Becquets, and Pam Manus, Clerk.

Unable to attend: Anne McCausland, Senior Warden, Steve Largy, Lisa Brown.

Open Prayer and Reflection: Betsy Wilder, Chaplain, opened the meeting with prayer. She then shared a quote from Terry Tempest-Williams taken from *The Sacred Earth: Writers on Nature & Spirit*. "The eyes of the Cormorant is Emerald, the eye of the Eagle is Amber, the eye of another is Ruby and the eye of the Ibis is Sapphire". It ends with "we miss the eyes of the birds focusing only on the feathers". We then took time to share our reflections and thoughts on the prayer and quote.

- Renewal - we are all tired.
- The Waking - I wake to sleep.
- Notice what is in front of you.
- The 1st week of lockdown we noticed others with excitement, looking at peoples eyes as they walked by.
- Noticed a large woodpecker, pecking on a stump - there are times I feel like I'm pounding my head on a stump.
- Take time to get to know others.
- Don't make judgement based on the outside appearance - look deeper.
- Sometimes we are too quick to judge others.
- Walking in the town cemetery brought regrets that the people interned were not known.
- See the reason that you do what you do.
- Christ was good at looking into, not at someone.

Consent Agenda:

The financial report for November has a balance sheet. Coupled with the operating finances will give us a clear look at our financial picture. Kerrie Diers, Treasurer, thanked Kim Wertz and Lauren Tennett, our hired bookkeeper, for working with her on cleaning up the financial picture. All

felt that it was a huge step towards the transparency we had hoped for. The financials will be posted along with the minutes on the bulletin board outside the church offices. With new members coming on Vestry in a few months, we need to have a complete reorientation concerning our finances for all. The financial report was accepted for the file. The committee reports from Family Promise, Friendly Kitchen, Formation and Building and Grounds were offered. Betsy Wilder moved to accept these reports, Betty Whinn seconded this and it was passed unanimously.

Minutes: Clarke Kidder moved to accept the minutes from the November Vestry meeting. Diane LesBecquet seconded this and there being no discussion or corrections, this passed unanimously.

Old Business:

Capital Campaign: An update was given by Betsy Wilder. The informational gatherings were well attended and questions were answered. What did come out of them was that there was a real desire to have an opportunity to discuss, share and listen to others ideas. The response forms went out today. We are looking for responses to the information presented. It can be done by mail or on line.

DAF Loan: Jim Whinn has pointed out that as a Vestry we agreed to accept the loan, we did not formally in our minutes vote to accept and repay this loan. Clarke Kidder offered this motion: The St. Andrew's Vestry formally acknowledge that we have faithfully been repaying the DAF loan (\$998, \$200 is interest) in accordance with the terms of the loan. Kerri Dies seconded this and it was passed unanimously.

Increasing Shared Leadership: Rev. Loy stated that a few people have noticed and spoken up about the amount of time in his week that is taken up doing the work of 1 or 2 people on tasks or roles that used to be done by Vestry leaders and assistants. This extra work takes him away from some of the pastoral work that is so important to our parish. Peter Daley and Anne McCausland have been looking at the roles of the Vestry members who have been liaisons to the ministries that exist in our parish. Those roles have gone by the wayside these past 2 years and should be reinstated. The communications between the liaison and a committee can be so important and if the report or problem needs action or clarification, that can be done at that the liaison level without the priest's involvement.

Should it need the priest involvement, the liaison can present it, and then communicate back to the committee. Rev. Loy sat down with Lucy Crichton and Erin Collins to go over the duties and roles that Rev. Loy is doing at present, with the goal to see which roles can be given to other leaders, an assistant or a paid person. A discussion followed addressing the lines of communications and classification of roles both of the Vestry Liaison and a paid assistant. The expansion of roles and staff responsibilities was discussed. We focused on addressing leadership training and development as it is very important to assess whether someone is strong or needs help. We agreed that we want Rev. Reed Loy to be our spiritual leader not an administrator. Even tho some of the administrative responsibility is his, this should not take up a large portion of his time. One solution would be to expand our administrative assistant's role. We have in our provisional budget proposed \$10,000.00 for additional staff/expanded support. What we should have added was monies to support Ministry Development - \$500.00, Education/Retreat - \$400.00 and \$900.00 other benefits such as insurances. There are other expenses associated with this need, so we should be looking at another \$5,000.00 making a total of \$15,000.00. We need to include this in our provisional budget for 2022. We discussed the issue of where the money would come from, either investments or pledges. For now we will, in faith, budget it. Reed asked for a motion to place a total of \$15,000.00 into the 2022 Budget towards the filling of these 10 hours of increased staff support. Peter Daley move this motion and Betsy Wilder seconded this. There being no further discussion it passed unanimously. A friendly amendment was offered by Lucy Crichton to place the \$15,000.00 into the 2022 provisional Budget that will be reviewed at our January Vestry meeting for final approval. This was accepted and the vote was unanimous.

Loose Plate Distribution: Betty Whinn offered the suggestion of our loose plate collections for January and February go to the ERD for the purpose of supporting the efforts to help the victims of the recent tornados in the midwest. After a brief discussion Betty moved this and Pam Manus seconded it. It passed unanimously. There was a question of where the July loose plate collection was to be directed. There is \$41.00 to be distributed. We had decided to give our June 2021 loose plate to Head to Head (School in Haiti) but the July was not recorded, so at this time a unanimous vote to give the July Loose Plate money to Head to Head was received.

Outreach Giving (old title-Samaritan Fund): Rev. Loy brought up the fact that we have \$1,000.00 to be given as Outreach monies. We discussed many opportunities where this money could be of help. We felt that we should offer this to a NH based local 501-C3. After exploring this Pam Manus moved to give the outreach money of \$1,000.00 to the Discretionary Fund of Rev. Betsy Hess of St. Barnabas Episcopal Church, Berlin NH. Peter Daley seconded this and it passed unanimously.

New Business:

Convention Report: Rev. Loy gave a brief report from the Diocesan Convention. The Diocese is starting it's Capital Campaign and they passed their budget. Other matters can be found on the Diocese webpage.

Pledging Update: The pledged amount at present is \$219,000.00 from 69 pledges. We still are expecting to receive pledges from parishioners who have pledged in prior years. If history holds we expect an increase in monies pledged of about \$13,000 to \$14,000.

Passing the Provisional 2022 Budget: Treasurer Kerrie Diers went over the proposed budget for 2022. She explained that the budget might look differently in its set up as the Pledges and monies coming in will be listed at the top. We took each section and reviewed the numbers. All questions were addressed and answered. As we addressed different costs and budgeted amounts a few numbers were adjusted. We have included an increase of salary for our staff that reflects the COLA of 4%. We discussed and clarified expenses and budgeted monies needed. After a complete exam of this budget, Betty Whinn moved to approve the 2022 Provisional Budget as discussed. Judy White seconded this and it was approved unanimously. We will revisit the budget in our January 19, 2022 Vestry meeting for final acceptance.

Rector's 2022 Housing Allowance: As is the past we have given Rev. Loy a letter of acknowledgment that part of his salary is for housing allowance. The 107 section of the IRS code permits a minister to exclude this allowance from their gross income. This letter will state that \$40,000.00 of Reed Loy's salary is designated as housing allowance. Pam Manus moved that this letter be drafted, reflecting the amount of \$40,000.00 as his 2022 housing allowance. Peter Daley seconded this and it was approved unanimously.

Moving Vestry Meetings: Moving the Vestry meeting to another day of the week was discussed. It would open up the opportunity for some other parishioners to join the vestry. Discussion centered around outside groups and times. This will be discussed with others and bring the decisions to the new vestry.

Thank you Notes: Betty Whinn offered to write a note to Erin Collins thanking her for her support of the Acolytes and her joining in baking the communion bread as well as helping to identify the many roles of our priest and where staff and laity can step in. Pam Manus offered to write a thank you note to Kim Wertz thanking her for her continued efficient and spiritual support as she not only does her job, but reaches out to support and help all the ministries we value.

Upcoming special celebrations/events/dates:

- Christmas pageant, December 19 in 10am service
- Blood Drive, December 22
- Christmas Eve, 5p, 7p, 9p worship services (no Christmas Day worship)
- Family Promise January 2-9
- Annual Meeting January 30 in worship service.

Next meetings: Special Vestry January Meeting - Jan 5th; regular Vestry meetings January 18, Annual Meeting January 30 in the worship service February 16, March 16.

Closing Prayer: Chaplain Betsy Wilder led us in the closing prayer.

Betty Whinn moved to adjourn the meeting at 9:10 pm, Peter Daley seconded and it passed unanimously.

Respectfully submitted,

Pam Manus, Clerk.

Addendum

Formation Committee Report

For: October 20th Vestry Meeting

Submitted by: Diane Les Becquets

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

The formation committee met on December 3rd. We discussed the energy happening in the Atrium and the church's need to continue to support that energy and our young families. We appreciate Anne's and Marti's efforts and commitment. Parish-wide activities, such as the Jesse tree project and the lighting of the Advent wreath complement all the things happening in the Atrium.

For adult formation, we will be returning in January to our 9-10 hour of Coffee and Conversion led by John McCausland. This serves about 10% of our parish who are hungry for this kind of spiritual exploration, journey, and growth.

We recognize that our worship services incorporate parish-wide formation and serve our parishioners' needs for renewal and growth, and we want to continue to explore ways to strengthen that experience for all present both in-person and on-zoom. We discussed ways to make Zoom participation more interactive with our on-site worship.

Additionally, we are looking into ways to translate what we have learned this past year into a rule of life. Of particular interest is the development of some kind of digital offering which would invite and welcome people to a rhythm of spiritual practice – something short and simple that people could access on a daily basis. We will revisit this at our next meeting on January 14th, at noon.

Friendly Kitchen Report for Dec 2021 Vestry Meeting

The Friendly Kitchen has been seeing the number of people coming for meals increasing. This is true for both lunches and dinners. Our volunteers work on the 4th Tuesday of the month and with being vaccinated and wearing masks if desired, our full compliment of workers have returned. Many thanks to the Faithful Five for their continued support of this ministry and welcome back to our larger group of volunteers with grateful thanks. December 6th saw the return of breakfast provided by volunteers and staff of the kitchen. It is served from 7:30-8:30 am. With the recent uptick in the number of people with COVID, the Friendly Kitchen has returned to "to go" boxed food for the guests who eat outside or take the food back to their habitat. **Family Promise**

Report for Dec 2021 Vestry Meeting

Family Promise continues to have two families in the program (all who are eligible are vaccinated) ; a mom and her 3 children 11, 9 and 6 and a family of mom, dad, 2 yr old and 3

month old baby. Recently the dad, who is working in Nashua, tested positive for COVID during the weekly testing that is part of the procedures drawn up by the Board of Family Promise of Greater Concord. His wife is negative and so are the children. Following the procedures for a positive test that family is being quarantined in a motel in Laconia that has a kitchen, dining area as well as bathroom and bedrooms, while the other family who all tested negative are being housed in the Holiday Inn in Concord. There are 3 staff members who tested positive this past week and they are quarantined at their homes. Our focus now is to bring food to the two families along with gift cards for expenses they might incur when they have to eat out or buy their food for breakfast and lunch. We are pleased that the procedures for a positive test have proved to be reasonable as well as providing safety, comfort and warmth for these people.

Building & Grounds Ministry Report for December 2021

Activity: We have essentially wrapped up 2021 work items:

General Projects Open:

- Operating Budget. 2021 actual expenses are tracking closely with the budget & we expect to be on target to close out the year 2021.
- The 2022 budget has been submitted for consideration and approval. The one change is an additional \$1,600 for 3 inspections due this year (these are required every 5 - 6 years).
- Capital Projects for 2022. List submitted for budgeting. Selections for projects were based on: Living within available funds (i.e. Rachael Johnson), and criticality.
- Painting of the Great Hall (MG side) has been moved to 2023 due to issues with the outside of the church building.
- Steeple platform repair - additional leak was detected; George is continuing to deal with a contractor for repair. He is expecting a quote soon.
- Steeple railing replacement. Completion delayed pending repair of platform leak.
- Elevator. All corrections except indicator lights are complete. The LED's received were incorrect and have been reordered. They will be installed when received.
- Water runoff rear of classrooms. Completion of NHS&D recommendation is not critical and may not be completed until 2023.
- Insulation. Work underway so it can be completed by Christmas. Cost covered in part by Diocesan grant and money on-hand. Completes the recommendation of the SEEDS audit.

Completed:

- Leaking water heater. Replaced.
- Water runoff rear of classrooms. Clogged sidewalk drains located and cleaned out the clogs but recommended further work (see above).
- Tree work. The tree behind the parking lot that fell over. Removed and cleaned up.

- Tree work. Trimming and removal of dead overhanging branches,
- Clean up Sunday. All leaves raked up and gates removed for winter storage.
- Hairline cracks in the Narthex walls. Inspected has repaired.
- Additional outlets in the rear of the Nave have been installed.
- Repairs to siding on the Sheep Run wall.
- Valves 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: No meeting scheduled for December; Next Meeting: January 11, 2022 10:00 A.M.