

**THE NEXT MEETING OF THE VESTRY
OF THE CHAPEL OF THE CROSS
WILL BE ON THURSDAY, JANUARY 21, 2021
with the business session to begin at 6:00 p.m.**

**Draft Minutes of the Vestry of the Chapel of the Cross
17 December 2020**

The Vestry of the Chapel of the Cross again met via Zoom Cloud Meeting on Thursday, December 17, 2020. Present were Dick Taylor (Sr. Warden), Emily Moseley (Jr. Warden), Leigh Ann Dasher, Molly Dempsey, Allison Worthy, Carol Marshall, Alan Rimer, Lee Wollman, Ann Craver, Amy Daubert, Terry Eason, and Meg Flourney. Also present were Elizabeth Marie Melchionna (Rector), Noah Van Niel (Associate Rector), Amanda Bourne (Curate), Faith Turchi (Parish Administrator and Stewardship Coordinator), Carrie Fraipont (Treasurer), Sabrina Olsen (Chair of Finance Committee), and Nancy Kelly (Clerk).

The Rector presided and the meeting was called to order at 6:00 p.m.

Devotion/Prayer

Ms. Flourney led the devotion for the evening, leading the Vestry through a calming mindfulness meditation.

Consent Agenda

The following items were placed on the Consent Agenda (attached):

- Approval of Minutes from the November Meeting of the Vestry
- Acceptance of Rector's Report (attached)

- Acceptance of Associate Rector's Report (attached)
- Acceptance of Associate Rector for University Ministry's Report (attached)
- Acceptance of Curate's Report (attached)
- Acceptance of Finance Committee Report (attached)
- Acceptance of Stewardship Committee Report (attached)
- Acceptance of Organ Advisory Committee Report (attached)
- Acceptance of Buildings and Grounds Committee Report (attached)
- Acceptance of Faith in Action Report (attached)
- Acceptance of Lilly Report (attached)
- Acceptance of Preschool Report (attached)
- Acceptance of Family Time Report (attached)
- Acceptance of Family Time Groups and Contacts Report (attached)
- Acceptance of Parish Life and Worship Report (attached)
- Acceptance of Christian Formation Report (attached)
- Acceptance of Youth and Family Ministry Report (attached)
- Acceptance of Parish Administrator's Report (attached)
- Acceptance of Communications Report (attached)

It was moved by Mr. Taylor, seconded by Mr. Eason, and passed unanimously, that the Vestry approve the Consent Agenda.

Rector's Report

The Rector's report is attached.

Ms. Melchionna began by reporting to the Vestry that the Service Learning Center continues to be used daily by sixty students. It is being evaluated by the YMCA to see what the program will look like for the second semester.

The Rector reported on Advent services being recorded, commenting that the schedule has all been a bit disorienting. She confessed that the poinsettias are not live plants this year but

that they look very real. She commented, too, on the pastoral heaviness among parishioners who are dealing with all the issues of the pandemic.

The Vestry nomination period began on December 11 and runs through January 10, following which the Vestry will elect the next class of Vestry members prior to the virtual parish Annual Meeting on Sunday, February 14. Ms. Melchionna emphasized the leadership role the Vestry will need to assume as the COVID vaccine becomes more widely available and the parish is able to begin to return to in-person worship.

Finance Committee

The November financial reports are attached.

Ms. Fraipont reported that November proved to be a better month than anticipated. Both pledged and unpledged revenues were better than expected, and expenses were lower than expected. The loan balance is now \$400,000. The hope is that the year will end with the budget balanced or perhaps with a small surplus. If this is the case, perhaps the PPP loan funds could be deployed in future years.

Ms. Fraipont also reported that between the Cobb Fund and the Chapel Fund, there is \$155,000 available for capital needs.

Ms. Olsen informed the Vestry of a recommendation of the Finance Committee that, in recognition of the need to provide a permanent solution for livestreaming of services within the church, the chapel, and the parish hall, there is a need to purchase specific equipment, cabling, cameras, etc. to accomplish this goal. The proposal for this purchase was developed by Nick Jaeger in consultation with the staff team and others. The project can be accomplished with an expenditure of \$25,000. The Finance Committee recommends Vestry approval to fund up to \$25,000 from the Program Fund for support of this project.

It was moved by the Finance Committee and passed unanimously that the Vestry approve the expenditure of up to \$25,000 from the Program Fund to purchase equipment, cabling, cameras, etc. to enable the capabilities for livestreaming of parish worship services and programs in the church, the chapel, and the parish hall.

Turning to the 2021 budget, Ms. Olsen explained that, unlike in recent years, the Vestry is not being asked to approve the budget in December, but instead will do so at its January meeting. It is hoped that the financial picture will be more clear by then. At present, there is a difference of \$168,466 between revenues and expenses. There has been a drop in revenue of \$208,086, and it is expected that there will be no ABC Sale in 2021, which means that there are the challenges of rebuilding the pledge portfolio and dealing with the loss of ABC Sale revenues. Ms. Olsen also reported that the PPP loan, about \$153,000, hasn't yet been used, there will be no employed nursery workers in 2021, there is no organ scholar in 2021, and general operating expenses will be lower. In response to a question she confirmed that payroll costs, including the cost of benefits, will remain the same for 2021.

Ms. Olsen raised the question of using a portion of the PPP loan in 2021 to offset the shortfall in the budget. Following discussion, it was the consensus of the Vestry that it would be acceptable to use a portion, but not all, of the PPP loan in 2021 to offset the shortfall in the budget, reserving the remainder of the PPP loan for use in 2022. There will not be an opportunity for another PPP loan in the future, as the parish will not qualify under the guidelines for an additional loan.

Capital Needs Assessment

Mr. Rimer, referring to a 2019 Vestry policy that the Buildings and Grounds Committee develop a continuing five-year plan for capital needs for the parish, gave an overview of these capital needs. There is a wide-ranging twenty-year plan, a pro-active plan to care for our space, a road map for the future. Under the twenty-year plan, there is the five-year plan that is then broken down into yearly capital needs recommendations.

The nave project, much of the work to be done there in anticipation of purchase and installation of a new organ, heads the capital needs recommendation for 2021. That project is estimated to cost \$288,477. Other recommendations for 2021 include a variety of projects that would bring the total cost to \$360,000 for 2021. Mr. Rimer suggested that stewardship and needs must work together in order to make this happen.

Stewardship Committee

The report of the Stewardship Committee is attached.

Mrs. Wollman reported that to date, there are 481 pledges for a total of \$1,515,704. This includes 42 new pledge units. The average pledge is \$3145. Twenty pledge units have increased their pledge since making their initial pledge.

Mrs. Wollman expressed thanks to all who made reminder calls. Ms. Moseley said that she will send an email after the holidays to thank parishioners for their pledges and to explain that revenues are lower than in previous years and that this will lead to a leaner budget.

The question was raised as to how the pandemic has affected the engagement of parishioners and how we need to think about how to re-engage them.

Family Time

The traditional Family Time, in which the Vestry engages in informal discussion of parishioners who have not been seen at church services recently and shares the names of newcomers whom they have recently met, has been revised to address the current situation.

Mrs. Marshall called attention to the attached year-end review chart of needs that were determined and actions taken. The highlighted areas still need attention, specifically those who seek healing at the baptismal font, those in retirement communities who may not feel at ease with technology, and groups from parish-wide calls made in March.

Mrs. Marshall praised the work of the committee: Ms. Daubert, Mrs. Craver, Ms. Dempsey, Mrs. Worthy, Mrs. Wollman.

Ms. Bourne offered a prayer, and the meeting adjourned at 8:05 p.m.

Respectfully submitted,

Nancy F. Kelly
Clerk of the Vestry

Attachments

- - - Consent Agenda
- - - Rector's Report
- - - Associate Rector's Report
- - - Associate Rector for University Ministry's Report
- - - Curate's Report
- - - Finance Committee Report
- - - November Treasurer's Report
- - - November Financial Reports
- - - Stewardship Committee Report
- - - Organ Advisory Committee Report

- - - Buildings and Grounds Committee Report
- - - Faith in Action Report
- - - Lilly Report
- - - Preschool Report
- - - Family Time Report
- - - Family Time Groups and Contacts
- - - Parish Life and Worship Report
- - - Christian Formation Report
- - - Youth and Family Ministry Report
- - - Parish Administrator and Stewardship Coordinator's Report
- - - Communications Report