

**THE NEXT MEETING OF THE VESTRY
OF THE CHAPEL OF THE CROSS
WILL BE ON THURSDAY, APRIL 16, 2020
with the business session to begin at 6:00 p.m.**

**Draft Minutes of the Vestry of the Chapel of the Cross
19 March 2020**

With federal and national guidelines in place to restrict gatherings of more than ten people in order to address the coronavirus/COVID-19 pandemic, the Vestry of the Chapel of the Cross met via Zoom Cloud Meeting on Thursday, March 19, 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 Flournoy. Also present were Elizabeth Marie Melchionna (Rector), Noah VanNiel (Associate Rector), Mary Cat Young (Associate Rector for University Ministry), 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. with a prayer.

Lectio Divina

Mrs. Wollman led the Bible study for the evening.

The Gospel reading appointed for the coming Sunday was John 9: 1-41. The Bible study concluded with the Lord's Prayer.

Consent Agenda

The following items were removed from the Consent Agenda for further discussion:

- Lilly Sustainability Grant and Budget
- Conflict of Interest Policy.

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

- Approval of Minutes from the February 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 Finance Committee Report (attached), including Committee Meeting Minutes from February and January Treasurer's Report
- Approval of Capital Campaign Recognition Policy (attached)
- Acceptance of Faith in Action Report (attached)

- Acceptance of Preschool Report (attached)
- Acceptance of Christian Formation Report (attached)
- Acceptance of Youth and Family Minister's Report (attached)
- Acceptance of Parish Administrator's Report (attached)
- Acceptance of Communications Report (attached)
- Acceptance of Capital Campaign Report (attached)

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

Rector's Report

The report of the Rector is attached.

The Rector began by commenting on how these are different times for the church as a community. In-person worship has been suspended by order of the Diocese through May 17, but the work of the parish goes on, although in a different way.

The parish will be calling all households to check on how parishioners are doing in these difficult times. There will be some hard conversations.

Diocesan guidelines also suspend one-on-one pastoral calls by clerics, including last rites. From now on, the Sunday online services will have only a celebrant, a preacher, and an organist.

Fifty volunteers are working on delivering food to food-insecure children who depend on their schools for meals.

The Rector asked for comments on how online worship worked last week. Although Facebook is the main vehicle for streaming of the service, one does not need a Facebook account to access the service. A couple of individuals commented that reception kept cutting off, but this was explained as a matter of buffering at one's individual location. Others commented that the service was peaceful and comforting and that they appreciated the familiar liturgy in a non-abbreviated service. It was nice to have the priests take communion on our behalf. It was a bit strange to say the responses without hearing the congregation joining in.

EYC is hosting Morning Prayer on Wednesdays, and Boykin Bell is providing an Word Press online program for children.

Chapel of the Cross is reminding parishioners that the work of the parish continues and encourages them to text their contributions or set up ACH payments for giving. Ms. Fraipont said that plate offering is not a significant concern, but the concern is for pledge payments to continue at the same level.

The Rector, referring to last month's discussion about when the parish makes public statements, informed the Vestry that this thread is not lost and will be discussed at a later date.

Finance Committee and Treasurer

Ms. Fraipoint commented on the February Treasurer's Report (attached), saying that there is a surplus of \$10,375, revenues are ahead of budget, and expenses are about equal to budget.

Ms. Olsen added that, although it is early in the year, the budget has started out well, which is a good thing.

Ms. Olsen then turned to the refinancing of the loan, saying that it is prudent to refinance in the next two months. The Finance Committee secured three bids - from BB&T, Pinnacle Bank, and Southern Bank - and determined that the best offer is that of Southern Bank. The Finance Committee recommends that \$200,000 be paid off on the current loan and that the loan be refinanced by borrowing \$1,100,000 at 2.9% for four years. There would be a balloon payment at the end of the four year period. There is no pre-payment penalty.

It was moved by Mr. Taylor, seconded by Mrs. Craver, and passed unanimously, that the Vestry approve the recommendation of the Finance Committee to accept the offer from Southern Bank to borrow \$1,100,000 at 2.9% interest for four years and that it pay off \$200,000 on the current loan.

Conflict of Interest Policy

The Conflict of Interest Policy is attached.

Mr. Taylor proposed a change to the policy. He suggested that the separate item "1. **Amendment.** These bylaws may be amended at any time upon majority vote of the Vestry." be changed to paragraph "d. **Amendment.** This policy may be amended at any time upon majority vote of the Vestry."

Ms. Melchionna also noted that the previously agreed change in paragraph a to include in-laws, does not appear in the present version. The second sentence of paragraph a should read "The immediate family shall include the spouse/life partner, children (including adopted children), siblings, grandchildren, parents, and in-laws."

The Vestry agreed to these changes to the policy.

It was moved by Mr. Taylor, seconded by Ms. Moseley, and passed unanimously, that the Vestry approve the Chapel of the Cross Policy on Conflicts of Interest, as amended.

Lilly Sustainability Grant and Budget

The current Lilly grant has shaped and supported our university ministry, and the sustainability grant will fund \$10,000 for the five-year period 2020-2024, with the understanding that Chapel of the Cross will work toward permanently funding that \$10,000 in the operating budget. This parish support would include student fundraising and alumni contributions.

This is an aspirational and strategic budget plan. It was noted that the proposed budget doesn't show the COTC contribution, and Ms. Young will check to see if that needs to be factored in the budget piece of the application. The grant application itself needs to be clear on what the COTC contribution will be.

It was moved by Mrs. Wollman, seconded by Ms. Moseley, and passed unanimously, that the Vestry support the submission of the Lilly Sustainability Grant and Budget.

Website Recommendation

Mr. VanNiel informed the Vestry that the staff has been working on a proposal to redevelop and renew the parish website. Our website at present is not functional, is not satisfactory, and doesn't represent our parish. The goals for a new website are that it look good and work well.

Bids were received from three companies. The bids were then sent out blind to a parishioner with expertise in this area, and the conclusion was that Web Solutions is the best option. Ms. Turchi has received favorable feedback on the satisfaction of one Web Solutions client and will contact others to determine their satisfaction level.

The amount budgeted for this website development project was \$20,000, from the Program Fund rather than the operating budget, but this amount will need to be increased to \$25,000.

The website would not support live streaming without a significant increase in the cost. This could be added at a later date.

The website should be an introduction to the parish, so substantive content will be preserved, although internal documents, such as usher guidelines, won't be included. The missions of the parish, such as the Preschool and ESL, will have a link for access to those documents. The link to COTC Connect will be retained. The navigation tools need to be clear and user-friendly. A wish to preserve our current, familiar graphics was expressed.

It was moved by Mr. Rimer, seconded by Mr. Taylor, and passed unanimously, that the Vestry accept the bid by Web Solutions to redevelop the parish website, this project to be funded through the Program Fund.

Mr. Taylor expressed thanks to those who have worked so diligently on this project.

Solar Project Update

The Solar Proposal for COTC is attached.

Mr. Rimer informed the Vestry that the Finance Committee met on Tuesday, March 17, and recommended against proceeding with the solar project at this time. Mr. Rimer graciously agreed that the timing is not right, and he suggested that the matter be tabled until early next year. The Vestry thanked him for all of the work that he has put into this project and for the willingness to put it aside for now.

Family Time

Ellen Cole has sent out emails to 63 callers who will be contacting parishioners in the coming days and weeks.

Adjournment

The Rector thanked the Vestry for their flexibility in meeting again via Zoom.
Mrs. Wollman then offered a prayer, and the meeting adjourned at 8:15 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
- - - Finance Committee Report: Committee Meeting Minutes from February
and January Treasurer's Report

- Capital Campaign Recognition Policy
- Faith in Action Report
- Preschool Report
- Christian Formation Report
- Youth and Family Minister's Report
- Lilly Sustainability Grant and Budget
- Parish Administrator's Report
- Communications Report
- Capital Campaign Report
- Conflict of Interest Policy