

**THE NEXT MEETING OF THE VESTRY
OF THE CHAPEL OF THE CROSS
WILL BE ON THURSDAY, DECEMBER 17, 2020
with the business session to begin at 6:00 p.m.**

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

The Vestry of the Chapel of the Cross again met via Zoom Cloud Meeting on Thursday, November 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 Van Niel (Associate Rector), Mary Cat Young (Associate Rector for University Ministry), Amanda Bourne (Curate), 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. Dempsey led the devotion for the evening. She began with a brief summary of the life of St. Hilda, Abbess of Whitby (born 614, died in 680), for whom the COTC St. Hilda's Altar Guild is named. She concluded with a prayer in honor of St. Hilda.

Consent Agenda

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

- Approval of Minutes from the October 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 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 Preschool Re-opening Plan 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 Lilly Grant Report (attached)
- Acceptance of Letter from Bishop Rodman RE: Laura Rezac Ordination to the Priesthood (attached)

It was moved by Ms. Daubert, seconded by Mr. Rimer, and passed unanimously, that the Vestry approve the Consent Agenda.

Rector's Report

The Rector's report is attached.

Ms. Melchionna began by informing the Vestry of a bequest in the amount of \$150,000 from the estate of Gerry Unks.

It was moved by Mr. Rimer, seconded by Mrs. Craver, and passed unanimously that the Vestry accepted with gratitude an undesignated bequest in the amount of \$150,000 from the estate of Gerry Unks, these funds to be allocated by Vestry

policy 40% to the Program Fund, 30% to the Capital Fund, 20% to the Endowment (Worship and Program Support) Fund, and 10% to the Social Ministry Fund.

The Rector announced the ordination of Laura Benton Rezac on December 13 in Charleston, South Carolina, by Bishop Henry Parsley and the ordination of Amanda Bourne on December 12 in North Carolina by Bishop Rodman or Bishop Hodges-Copple.

Ms. Melchionna continued by acknowledging the clergy and parish leaders who have been carrying a heavy load during the pandemic and for all that they will be doing during the coming seasons of Advent, Christmas, and Epiphany.

Ms. Melchionna commended the work of the re-opening committee, under the able leadership of Mr. Van Niel and his committee. Mrs. Marshall, Ms. Dempsey, and Faith Turchi have done wonderful work on the committee, and the expertise of parishioners Art Baker, Bennett Waters, and Jeff Runge has been invaluable.

The service learning site is fully subscribed, with sixty students enrolled.

Ms. Melchionna then turned the discussion to the following question: If there are pledges sufficient to fund a new organ, would the Vestry consider a bridge loan for cash flow purposes? It is to be assumed that the entire capital campaign would have to be fully funded before an organ would be considered, and such a bridge loan would be a short to medium term loan. The point was made that the concept of a bridge loan is consistent with the original plan to have pledges in hand before an organ would be purchased.

The question was raised about the end date of the Capital Campaign. The original end date was intended to be May 2020, with the hope to have pledges received over three years, but the reality is that some pledges will actually come in over five years.

Following discussion, the Vestry reached consensus that it was open to the concept of a bridge loan at such time as pledges are in hand to support the organ project.

Ms. Melchionna informed the Vestry that she has received a preliminary capital needs assessment list, which will now go to the Buildings and Grounds Committee to be prioritized and for determination of possible sources for funding.

Ms. Melchionna then turned to discussion of the letter that went out to parishioners on November 11 inviting the parish to confront racism. The letter allowed parishioners to respond to the wardens via email, and she asked the wardens to share an overview of the responses they have received. Ms. Moseley said that she received many positive responses, although a few individuals were upset by the letter and perhaps some may have misread the intent of the letter. Mr. Taylor agreed that the responses overall were positive. He noted that we more or less promised a process to work on racism.

Finance Committee

The October financial reports are attached.

Ms. Fraipont reported that the surplus is dwindling, likely in large part because parishioners had been encouraged to pay their pledges early this year. The surplus, which was about \$125,000 in June, is now only \$18,000. If pledges continue to come in as they have in prior years, there is likely to be a deficit of \$30,000-50,000 at year's end. Revenues will not be met in plate income, unpledged contributions, and ABC Sale proceeds. When the PPP loan is factored in, the year should end with a small surplus.

Ms. Fraipoint said that she will go over the 2021 budget line-by-line at the December meeting of the Vestry. At present there is concern that there will be a shortfall. Again, she noted that there will need to be expense reductions to make up for loss of revenue in plate income, unpledged contributions and ABC Sale proceeds. The Vestry will need to set broad, not line item, priorities and forward these to the wardens.

Ms. Melchionna noted that one of the single largest fixed costs is investment in our human capital. She advocated for investment in people, with no reduction in staffing.

It was noted that the Diocesan Asking has increased by 3%, or \$6000. Meanwhile, the Diocesan Campus Ministry Grant has decreased by \$2000-3000.

It is required that the Vestry approve any capital budget expense that exceeds by more than 5% a previously approved expenditure. The Vestry had previously approved an expenditure of \$4900 for the re-finishing of all the doors and frames facing the patio (Parish Hall, back entrance, etc.), the door to the Pre-school, and the kitchen. The final quote came in at \$7350.

It was moved by the Finance Committee, and passed unanimously, that the Vestry approve the expenditure of \$7350, which is an increase from the previously approved \$4900, for the re-finishing of all the doors and frames facing the patio, the door to the Pre-school, and the kitchen door.

Stewardship Committee

The report of the Stewardship Committee is attached.

Ms. Melchionna provided an update on the Capital Campaign. To date, there are 244 pledges, for a total of \$2,575,899. Of that total, \$1,750,000 has already been received.

She then provided an update on the Annual Campaign. To date, there are 405 pledges, for a total of \$1,343,520. Mrs. Wollman provided further details, stating that 32 of the pledges are new pledges for a total of \$48,000; 136 are increased pledges; 185 are pledges maintained at the same level; and 52 are decreased pledges. She thanked all who have made calls and written thank-you notes.

There are still 118 pledge units that pledged last year but have yet to pledge this year. There will be follow-up with these individuals after Thanksgiving.

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 said that the committee has not met this month, but she noted that the stewardship calls being made are also fellowship and well-being calls. Ms. Melchionna added that she is in the process of writing notes to parishioners who have lost a loved one during the year.

The Rector offered a blessing, and the meeting adjourned at 7:50 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
- - - Stewardship Committee Report
- - - Organ Advisory Committee Report
- - - Buildings and Grounds Committee Reportt
- - - Faith in Action Report
- - - Preschool Re-opening Plan Report
- - - Parish Life and Worship Report
- - - Christian Formation Report
- - - Youth and Family Ministry Report
- - - Parish Administrator and Stewardship Coordinator's Report
- - - Lilly Grant Report
- - - Letter from Bishop Rodman RE: Laura Benton Rezac Ordination to the Priesthood
- - - Finance Committee Report
- - - October Treasurer's Report
- - - October Financial Reports
- - - Communications Report