

**THE NEXT MEETING OF THE VESTRY
OF THE CHAPEL OF THE CROSS
WILL BE ON THURSDAY, JULY 15, 2021
in the library classroom
with the business session to begin at 6:00 p.m.**

**Draft Minutes of the Vestry of the Chapel of the Cross
17 June 2021**

The Vestry of the Chapel of the Cross met in person, for the first time since January 2020, on Thursday, June 17, 2021, in the library classroom at the church. Present were Emily Moseley (Sr. Warden), Roman Perun (Jr. Warden), Carol Marshall, Alan Rimer, Lee Wollman, Amy Daubert, Terry Eason, Meg Flournoy, Brian Coggins, and Harriet Pegram. Also present were Elizabeth Marie Melchionna (Rector), Noah Van Niel (Associate Rector), Philip Zoutendam (Curate), Faith Turchi (Parish Administrator and Stewardship Coordinator), Sabrina Olsen (Chair of Finance Committee), and Nancy Kelly (Clerk). Joining the meeting via Zoom were Vestry member Jess Aylor and Mary Cat Young (Associate Rector for University Ministry).

The Rector presided and the meeting was called to order at 6:00 p.m. She noted that it was a gift indeed to be back together, having snacks and in an actual room! The new hybrid set-up allows Vestry members who are unable to be present physically to join the meeting via Zoom.

Devotion/Prayer

Mrs. Pegram led the devotion for the evening with a musical offering. Inspired by the parish's theme for the coming year, Drawn in the Spirit, she chose to play a recording for the Vestry of the Harold Friedell anthem "Drawn in the Spirit."

Consent Agenda

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

- Approval of Minutes from the May 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 Faith in Action Report (attached)
- Acceptance of Lilly Report (attached)
- Preschool Report (attached)
- Acceptance of Parish Life and Worship Report (attached)
- Acceptance of Christian Formation Report (attached)
- Acceptance of Music Ministry Report (attached)
- Acceptance of Family and Youth Ministry Report (attached)
- Acceptance of Parish Administrator's Report (attached)
- Acceptance of Communications Report (attached)
- Acceptance of Family Time Report (attached)

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

Rector's Report

The Rector's report is attached.

Ms. Melchionna began by commenting on the steady work of re-membering the body, with worship services now in person and various committees and groups gathering at the church.

Plans are being made to resume services at the retirement communities. She asked what our new Sunday rhythm might look like, noting that for many it may take a personal invitation back to church.

She asked the Vestry for input on the idea of hosting a series of listening sessions on what has been lost, as well as what has been stirred up during the pandemic period of upheaval. She emphasized that she envisions listening in the sense of an invitation to parishioners of how each individual will be and act in taking a step forward in the missional work of the church. These listening sessions can be accomplished in such settings as committees, Sunday School classes, and adult forums, but consideration needs to be made for how to reach out to those not involved in these settings. The suggestion was made that perhaps neighborhood groups would be useful. A listening session guide with carefully crafted questions will need to be developed.

The Rector then spoke of the importance of taking care of sacred edifice, because that's where transformative encounters with the living God take place. The upcoming capital campaign to raise funds for a new organ is but one example of taking care of sacred edifice. The organ would not only be a physical addition to the church but would also serve to further its mission in myriad ways.

Annual Diocesan Convention will take place this year on November 19-20. Delegates to the convention will be elected at the July meeting of the Vestry. Two delegates will be elected for a three-year term, and up to six alternates may be elected.

Treasurer

Ms. Olsen reminded the Vestry that the parish accounting is done on a cash basis for expenses. She reported that lower revenues than at this time last year, combined with expenses slightly over budget, have resulted in a deficit to date of \$35,074.

Finance Committee

The Treasurer's Report for May and the May financial reports are attached.

Ms. Aylor reported that the Finance Committee is recommending \$5000 in additional expenses to support the music program. The committee is working on a policy for over-budget recommendations, as well as several other policy recommendations for Vestry approval.

Pledge statements will be sent to parishioners in July, with a reminder about timely payment of pledges.

Ms. Flournoy said that she was struck by reading about how Nick Jaeger had saved the parish \$10,000 by scaling the scaffolding and hanging the mics in the nave.

It was moved by Ms. Flournoy, seconded by Mr. Perun, and passed unanimously, that the Vestry offer a resolution of gratitude from the Vestry to Nick Jaeger for his remarkable work in the ceiling of the church to hang the mics in the nave, thus saving the parish \$10,000.

COTC Church Organ Budget Draft

Attached is a draft of the budget for the proposed church organ.

Ms. Olsen went through the budget line by line. She noted that there has been a 13% increase in the cost of the organ, this due mainly to the exchange rate with Canada. Once the contract with Casavant Organ is signed, the price is locked in, but until then there will likely be a price increase every March.

It was suggested that perhaps it would be useful for the Vestry to have the organ report from a few years ago re-circulated. New Vestry members in particular would find it useful.

Personnel Committee

The Personnel Committee Report is attached.

Mrs. Wollman asked for Vestry approval for several changes to the Personnel Handbook, these changes outlined in the attached report:

-2.2.C Managers: a change from Parish Life Coordinator/Kitchen Manager to Parish Life and Worship Coordinator

-3.14 Conflict of Interest

-6.11 Unpaid Leave

-3.14 Telecommuting

Ms. Moseley proposed an amendment to the Conflict of Interest Policy wording, to remove "and/or are unavailable" from the second sentence so that it reads "This is an option for an employee when other documented types of leave (i.e., annual, bereavement, jury duty, etc.) have been exhausted."

It was moved by Ms. Moseley, seconded by Ms. Flournoy, and passed unanimously, that the Vestry amend the proposed change to the Unpaid Leave Policy to delete the phrase "and/or are unavailable."

It was moved by the Personnel Committee, and passed unanimously, that the Vestry approve the changes to the Personnel Handbook, as amended.

Nave Restoration Update

Ms. Turchi reported that the scaffolding is being removed this week, with final touch-up and cleaning to begin.

Mr. Rimer added that cameras have been permanently mounted.

Family Time

Family Time is a time for the Vestry to engage in informal discussion of parishioners who have not been seen at church services recently and to share the names of newcomers whom they have recently met, with follow-up assigned as needed.

Mrs. Marshall reported that during this past month the group has held a drive-by good-bye for former Curate Amanda Bourne, greeted new Curate Philip Zoutendam with a welcome basket, and written thank-you notes to the reopening team, a.k.a. Resurrection Squad, led by Mr. Van Niel.

The Rector offered a blessing, and the meeting adjourned at 7:45 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
- - - Faith in Action Report
- - - Lilly Report
- - - Preschool Report
- - - Parish Life and Worship Report
- - - Christian Formation Report
- - - Music Ministry Report
- - - Family and Youth Ministry Report
- - - Parish Administrator Report
- - - Communications Report
- - - Family Time Report
- - - May Finance Committee Report
- - - May Treasurer's Report
- - - May Financials
- - - Personnel Committee Report
- - - Chapel of the Cross Church Organ Budget Draft