

**THE NEXT MEETING OF THE VESTRY  
OF THE CHAPEL OF THE CROSS  
WILL BE ON THURSDAY, SEPTEMBER 16, 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  
19 August 2021**

The Vestry of the Chapel of the Cross met via Zoom Cloud Meeting on Thursday, August 19, 2021. Present were Emily Moseley (Sr. Warden), Roman Perun (Jr. Warden), Carol Marshall, Lee Wollman, Annie Craver, Amy Daubert, Terry Eason, Meg Flournoy, Jess Aylor, Brian Coggins, and Harriet Pegram. Also present were Elizabeth Marie Melchionna (Rector), Mary Cat Young (Associate Rector for University Ministry), Faith Turchi (Parish Administrator and Stewardship Coordinator), Sabrina Olsen (Chair of Finance Committee), and Nancy Kelly (Clerk). Noah VanNiel (Associate Rector) joined the meeting at 7:15 p.m.

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

**Devotion/Prayer**

Mrs. Marshall led the devotion for the evening.

**Consent Agenda**

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

-Approval of Minutes from the July Meeting of the Vestry

- Acceptance of Rector's Report (attached)
- Acceptance of Associate Rector's Report (attached)
- Acceptance of Associate Rector for University Ministry Report (attached)
- Acceptance of Finance Committee Report (attached)
- Acceptance of Stewardship Committee Report (attached)
- Acceptance of Personnel 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 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)

**It was moved by Mrs. Wollman, 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 informing the Vestry that an email will go out to parishioners this week about the proposed amendment to the parish by-laws to enable voting via various mechanisms, including electronic voting. She expressed thanks to Mr. Coggins, Ms. Moseley, Dick Taylor, and Eugene Dauchert for their work in drafting these changes.

Ms. Melchionna then turned to the Lilly Endowment report on the end of the original grant. She commended the effort to be creative in how to support students. Mr. Perun was

recognized for his work on the budget and his collaboration with a student in this effort. Mr. Perun replied that the Lilly Grant is on solid financial footing.

The Rector then sought Vestry input on the issue of reconstituting worship. At present there are two sung services, at 9:00 a.m. and 4:00 p.m., both in the church to accommodate physical distancing. There are thirteen filters installed in the church's HVAC system, allowing for clean air every twenty minutes. Children's Chapel is held outdoors at 10:00 a.m. She asked how and where we might have the capacity to expand worship opportunities, perhaps exploring the possibility of adding a 7:45 a.m. spoken service. Issues of concern expressed by parishioners have been singing, people sitting too close, and hesitancy because of the delta strain of the virus.

It was suggested that clarification is needed for why the services are being held at the times they now are. Some parishioners have expressed concern that the 5:15 p.m. service will not return.

Another suggestion was that a small spoken service be held outdoors. Ms. Melchionna replied that she has heard no requests for that and that it would require a different configuration of audio equipment, as well as introduce the issue of seating.

The Vestry then engaged in a pilot testing of the Holy Listening: Community Conversation that will be taking place in the parish this fall. Every session will have a facilitator/moderator, a timekeeper, a note taker, a Vestry member, and a staff member. The moderator will begin with a brief introduction and reminders about the ground rules. This is a listening exercise and not a conversation. Each participant will have a minute to respond to each question. The participants will have the questions beforehand, so they will have time to formulate their answers in advance.

The Vestry piloted three of the proposed questions, then discussed what worked and didn't work about the process. All agreed that the size of the group needs to be smaller than the sixteen in tonight's group. An observation was made that many of the responses were of a conceptual nature and that perhaps more concrete examples might be needed. Appreciation for

an individual's comments should be given. Ms. Melchionna asked Vestry members to forward to her any further feedback by tomorrow, as she plans to begin to move forward with plans to recruit moderators and others needed to form the listening groups.

## **Finance Committee**

The Treasurer's Report for July and the July financial reports are attached. Also attached is the draft 2020 Audit Report.

Ms. Aylor reported that the Audit was accepted by the Finance Committee and now needs to be accepted by the Vestry. It is due to the Diocese by September 1.

Ms. Olsen reported that progress has been made on the annual audit, in that one of the two qualified opinions, that having to do with functional expenses (see pp. 41-42), has been removed this year. The remaining qualified opinion has to do with how we deal with restricted funds.

She noted that the year ended with about \$4,000,000 in assets, that we did a remarkable job in paying off the debt, and that the parish received about \$3,200,000 in gifts in 2020.

**It was moved by the Finance Committee, and passed unanimously, that the Vestry accept the 2020 draft Audit Report.**

Ms. Olsen reported that the budget is ahead on pledge income and that expenses are under budget.

## **Stewardship**

Mrs. Wollman and Ms. Daubert, Co-chairs of the Annual Campaign, invited the Vestry and Clergy to make their pledges in advance of the launch of the campaign. They also hope that leaders of the standing committees of the parish will make their pledges early.

Ms. Turchi reported that to date there are 12 pledges totaling \$123,075.

The Rector offered a prayer, and the meeting adjourned at 8:20 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
- - - Stewardship Committee Report
- - - Personnel Committee Report
- - - Faith in Action Report
- - - Lilly Report

- - - Preschool Report
- - - Family Time Report
- - - Parish Life and Worship Report
- - - Christian Formation Report
- - - Music Ministry Report
- - - Family and Youth Ministry Report
- - - Parish Administrator's Report
- - - Communications Report
- - - July Treasurer's Report
- - - July Financials
- - - Audit SAS Letter
- - - Audit Report