

**THE NEXT MEETING OF THE VESTRY
OF THE CHAPEL OF THE CROSS
WILL BE ON THURSDAY, FEBRUARY 17, 2022
in the Overlook Room
with the business session to begin at 6:00 p.m.**

**Draft Minutes of the Vestry of the Chapel of the Cross
20 January 2022**

The Vestry of the Chapel of the Cross met via Zoom Cloud Meeting on Thursday, January 20, 2022. Present were Emily Moseley (Sr. Warden), Roman Perun (Jr. Warden), Carol Marshall, Alan Rimer, Lee Wollman, Annie Craver, Amy Daubert, Terry Eason, Meg Flourney, Jess Aylor, Brian Coggins, and Harriet Pegram. Also present were Elizabeth Marie Melchionna (Rector), Noah Van Niel (Associate Rector), Mary Cat Young (Associate Rector for University Ministry), Philip Zoutendam (Curate), Diane McOmie (Parish Administrator and Stewardship Manager), Sabrina Olsen (Treasurer), and Nancy Kelly (Clerk). Michael McVaugh (Parish Archivist) was also present for the initial part of the meeting.

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

Devotion/Prayer

Mr. Perun led the devotion for the evening.

Consent Agenda

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

- Approval of Minutes from the December Meeting of the Vestry
- Approval of *Cross Roads* Summary for December
- 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 Buildings and Grounds Committee Report (attached)
- Acceptance of Christian Formation Report (attached)
- Acceptance of Parish Life and Worship Report (attached)
- Acceptance of Preschool Report (attached)
- Personnel Committee Report (attached)
- Part-time Facility Manager Position Job Description (attached)
- Acceptance of Johnson Service Corps Report (attached)
- Acceptance of Book: "The Chapel of the Cross Registry" (attached)
- Acceptance of Excerpt: COTC War and Postwar (attached)
- Acceptance of Statement of Support for Rabbi Jen at Kehillah Synagogue (attached)

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

Rector's Report

The Rector's report is attached.

Ms. Melchionna began by recognizing Mrs. Wollman's service on the Vestry with great gratitude. This is her last meeting.

The Rector announced that Ms. Young will accompany seven university students to Ecuador during spring break. She showed a slide of the provinces of the Episcopal Church, of which Ecuador is a member of Province IX. Bishop Curry presides over all of the provinces of the Episcopal Church.

The Rector then turned the meeting over to Mr. McVaugh, parish archivist, to introduce the first parish register to the Vestry. He began by stating that this register covers the years 1842-1882 and added that it is purely a record, an account of factual events, a historical representation of the parish at that time. There were six families that stabilized the parish through the early years. There is no reference to the Vestry, although it is assumed that there was one. There are no Vestry minutes until 1875-1877. There will be an Adult Formation centering on this parish register. Generalizations can be made from the data.

Ms. Moseley stated that the copyright needs to be pinned down, and Mr. McVaugh stated that the Historical Society is responsible for the copyright application.

Mr. Rimer asked if we can take the archives and put them in PDF and catalog all we're doing electronically, to which Mr. McVaugh replied that he'd love to see that done but doesn't know how it can be done.

Organ Project

Ms. Moseley then began discussion of strategic questions before the Vestry as it addresses the issue of a new organ. How can we best move into a capital campaign that includes other elements, as well as the organ? At what point should we sign a contract for the organ? What kind of financing options are there? What additional information do we need?

Mr. Coggins then presented a series of slides outlining work that the organ subcommittee has drafted. The post-COVID era will be important to the physical revival and spiritual growth of the parish. Needs will include deferred maintenance (organ, capital needs), programmatic

expansion, and expanding ministry further into the community. The vision of the parish includes infrastructure + ministry + music.

The Grand Plan involves the recent listening sessions, email surveys, and data analysis, trending, visioning, and iterating with the parish. The current organ is failing, and replacing it is getting more expensive. We lack sufficient resources to fund 100% of the instrument now, and there is concern about taking on debt without sufficient pledges to fulfill the obligations.

Casavant has offered the antiphonal organ as an option. If we sign now for the chancel organ only, we can add the antiphonal organ as late as December 1, 2022 and have it delivered at the same time as the rest of the organ, with a 3% increase if signed after March.

There are four options:

Option 1: Sign the contract prior to March 31, 2022, for both the chancel and the antiphonal organ. Cost \$2,700,000.

Option 2: Sign the contract prior to March 31, 2022, for the chancel organ only. Consider the antiphonal organ later. Cost \$2,300,000.

Option 3: Sign the contract between April 1 and December 31, 2022, for both the chancel and the antiphonal organ (3% price increase and delayed installation). Cost \$2,800,000.

Option 4: Sign the contract between April 1 and December 31, 2022, for the chancel organ only (3% price increase and delayed installation). Consider the antiphonal organ later. Cost \$2,400,000.

The campaign total is \$3,100,000. At present there is \$660,000 cash-in-hand and \$1,100,000 in pledges. Casavant has a plan of 20% due at contract signing, 20% due at month 4, 20% at month 8, 20% at month 19, 15% at month 22, and 5% at month 24. At present there is enough money in hand to meet the requirements through month 8.

It was pointed out that the 2023 operating budget will be a challenge because the 2022 budget relies on PPP money which won't be available after this year.

At its February meeting, the Vestry will need to take a straw vote on how to proceed. Prior to that meeting, the organ subcommittee will update the Vestry on any further developments in the financial status of the organ plan.

Finance Committee

The minutes of the Finance Committee meeting of December 14 are attached.

Ms. Aylor thanked the Vestry for passing the budget and reported that Ms. Olsen and Ms. McOmie are communicating the budget decisions with the committees.

Ms. Aylor reported that the 2021 Budget ended up with a surplus and that the Finance Committee has recommended transferring up to \$30,000 each to the Capital Fund and the Program Fund.

It was moved by the Finance Committee, and passed unanimously, that the Vestry approve the transfer of the 2021 operating budget surplus in the amounts of up to \$30,000 to the Capital Fund and up to \$30,000 to the Program Fund.

Ms. Flournoy asked if any of this could be used for the organ, and Ms. Moseley replied that the Program Fund could possibly be directed to that use.

Ms. Aylor reported that the Finance Committee has reviewed the content for the financial presentation to the parish at the Annual Meeting on February 20.

Stewardship Committee

Mrs. Wollman thanked those who have made recommendations for Annual Fund chairs for next year and expressed thanks to all who made calls during this year's campaign.

Announcements

Ms. Melchionna announced that so far no one is running for Vestry, and she touted it as an opportunity to serve.

The meeting moved to Executive Session at 8:25 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
- - - Buildings and Grounds Committee Report

- - - Christian Formation Report
- - - Preschool Report
- - - Personnel Committee Report
- - - Part-time Facility Manager Position Job Description
- - - Johnson Service Corps Report
- - - Faith in Action Report
- - - Book "The Chapel of the Cross Registry"
- - - Excerpt: COTC War and Postwar
- - - Statement of Support for Rabbi Jen at Kehillah Synagogue
- - - Finance Committee Minutes, December 2021
- - - Lilly Grant Report
- - - Communications Report
- - - Housing Resolutions for Clergy