

**THE NEXT MEETING OF THE VESTRY  
OF THE CHAPEL OF THE CROSS  
WILL BE ON THURSDAY, OCTOBER 20, 2022  
in the Overlook Room  
with the business session to begin at 6:00 p.m.**

**Minutes of the Vestry of the Chapel of the Cross  
15 September 2022**

The Vestry of the Chapel of the Cross met in the Overlook Room of the parish on Thursday, September 15, 2022. Present were Roman Perun (Sr. Warden), Harriet Pegram (Jr. Warden), Amy Daubert, Meg Flournoy, Jess Aylor, Brian Coggins, Woody Coley, and Caren Parker. Ann Craver, Gail Perry, and Bennet Waters were present via Zoom. Also present were Elizabeth Marie Melchionna (Rector), Mary Cat Young (Associate Rector for University Ministry), Keith Esposito (Curate), Diane McOmie (Parish Administrator and Stewardship Coordinator), Sabrina Olsen (Treasurer), and Nancy Kelly (Clerk).

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

**Devotion/Prayer**

Ms. Perun led the devotion for the evening. Following his observations on the palpable sense of excitement he found present this past Sunday as the new program year began, he offered a prayer for guidance from the Book of Common Prayer.

**Consent Agenda**

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

- Approval of Minutes from the August Meeting of the Vestry
- Acceptance of *Cross Roads* summary for August
- Acceptance of Rector's Report (attached)
- Acceptance of Associate Rector for University Ministry's Report (attached)
- Acceptance of Curate's Report (attached)
- Acceptance of Youth Ministry Report (attached)
- Acceptance of Parish Life and Worship Report (attached)
- Acceptance of Buildings and Grounds Report (attached)
- Acceptance of Faith in Action Report (attached)
- Acceptance of Finance Committee Report (attached)
- Acceptance of Stewardship Committee Report (attached)
- Acceptance of Casavant Organ Committee Report (attached)

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

### **Rector's Report**

The Rector's report is attached.

Ms. Melchionna began by expressing gratitude for the enthusiastic energy and engagement on Sunday. She noted the ongoing need to train parishioners in leadership positions such as chalice bearers as vacancies have occurred.

The Rector also reported that she had just returned from preaching at the installation of our former Associate Rector Noah Van Neil as Priest-in-Charge at Christ and St. Luke's in Norfolk, VA.

There will be a jazz mass for the Feast of St. Michael's and All Angels on Thursday, September 29.

After six years of ministry with us, our Rector will be on sabbatical May - July 2023. She is looking to engage a supply/priest-in-charge for this time period.

Ms. Melchionna reported that of the six delegates to Annual Convention, two have indicated that they are unable to attend. The Vestry did not elect alternate delegates, as no parishioners had expressed an interest. It was suggested that the Vestry authorize the Rector and the wardens to name two alternates.

**It was moved by Ms. Craver, seconded by Mr. Coley, and passed unanimously, that the Vestry invest the Rector and the Wardens with the authority to name two alternates to the 207th Annual Convention.**

### **Treasurer**

The Balance Sheets and the Treasurer's Report for August are attached.

Ms. Olsen reported the good news that there is nothing of concern to report on the budget. It was a good revenue month. The parish hasn't needed to access all of the special funds. Expenses have been favorable. YTD shows an excess of revenues over expenses of \$27,124. The Church Organ Fund and the *You Are the Light* Fund total \$391,819. There is a balance of \$284,117 in "uncommitted funds" in the Capital Fund.

### **Finance Committee**

The Finance Committee Report is attached.

Ms. Aylor informed the Vestry that budget requests are to be submitted by October 1, after which time the budget sub-committee will review the requests and report to the Vestry in November.

A report to the Vestry on investments will be presented in about February.

### **Stewardship Committee**

The Stewardship Committee Report is attached.

Letters for the Annual Campaign have begun to go out, and the committee is arranging for speakers in church during the campaign. There is a great cadre of callers. The first session will take place on Thursday, September 22. The campaign goal is \$1,650,000, the same as last year.

Ms. Daubert expressed the hope of the Stewardship Committee that all of the clergy, staff, and Vestry will have made their pledge by Sunday, September 25.

The Rector announced that on Ingathering Sunday, the parish will also gather in the Project 500 food boxes.

### **Casavant Organ Campaign Report**

The Casavant Organ Committee Report is attached.

Mr. Coggins began by stating that the organ project is a hive of activity and is making progress on the organ challenge. The project recently crossed the \$2,500,000 threshold.

The committee is working on building up the team, recruiting more people. Melody Savage has agreed to take the lead on construction and get a team in place to manage it. Another effort will be to find people to work with Jeff Crawford on communications.

Mr. Coggins then informed the Vestry that the committee is working on an approval process to present to the Vestry in October to deal with the scope of work for the organ project, the timeline, and details about authorities, responsibilities, and reporting.

## **Personnel Committee**

The Personnel Committee Report is attached.

Mr. Waters announced that Juneteenth will become an official COTC holiday.

The Personnel Committee has recommended that the performance appraisal process add a simple quantitative assessment.

**It was moved by the Personnel Committee, and passed unanimously, that the Vestry support the recommendation to implement the addition of a quantitative assessment to the performance appraisal process.**

## **Announcements**

Mr. Perun thanked the Vestry for their responses to the Vestry questionnaire.

Ms. Young offered a prayer, and the meeting adjourned at 7:00 p.m.

Respectfully submitted,

Nancy F. Kelly  
Clerk of the Vestry

## Attachments

- - - Consent Agenda
- - - Rector's Report
- - - Associate Rector for University Ministry's Report
- - - Curate's Report
- - - Youth Ministry Report
- - - Parish Life and Worship Report
- - - Buildings and Grounds Report
- - - Faith in Action Report
- - - Finance Committee Report
- - - Stewardship Committee Report
- - - Casavant Organ Committee Report (September)
- - - Assistant to the Rector Report
- - - Christian Formation Report
- - - Music Report
- - - Lilly Leaders' Report
- - - Financial Reports for August
- - - Treasurer's Report for August
- - - Personnel Committee Report
- - - Casavant Organ Committee Report (September 6)
- - - Casavant Organ Committee Project Status Report