

**Minutes of the Meeting of the Vestry of the Chapel of the Cross  
18 May 2023**

The Vestry of the Chapel of the Cross met in the Overlook Room and via Zoom on Thursday, May 18, 2023. Present were the following vestry members: Jessica Aylor, Brian Coggins, Woody Coley (attended briefly via Zoom), Anita Howell, Katherine Lavine, Caren Parker, Harriet Pegram (Junior Warden), Gail Perry, Roman Perun (Senior Warden), Alan Rimer, Brad Ross (via Zoom), and Faith Turchi.

The following clergy were present: The Rev. Geoffrey Hoare (Sabbatical Priest), The Rev. Mary Catherine Young (Associate Rector for University Ministry, via Zoom), The Rev. Keith Esposito (Curate), and The Rev. Mawethu Ncaca (Assistant to the Rector.)

Also present were Diane McOmie (Parish Administrator and Stewardship Coordinator) and Alice Cotten (Clerk).

**Senior Warden Roman Perun presided and called the meeting to order at 6:00 p.m.**

**Devotion/Prayer**

Jess Aylor led the devotional, reading the collect for Ascension Day.

**Approval of April Minutes & Consent Agenda**

Mr. Perun offered a motion that the April minutes be approved. Ms. Pegram seconded. The motion was approved unanimously.

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

- Minutes from the April 2023 Vestry Meeting
- Vestry Summary –April 2023 Vestry Meeting
- Sabbatical Priest’s Report
- Campus Ministry Associate Rector’s Report
- Curate’s Report
- Christian Formation Report
- Youth Ministry Report
- Parish Life and Worship Report
- Communications Report
- Finance Committee Meeting Minutes
- Buildings and Grounds Report
- Lilly Leaders Report
- Stewardship Committee Report
- Preschool Board Meeting Minutes

The Consent Agenda was also unanimously approved with one change to the first sentence in the minutes of the Finance Committee to show that the meeting was in April, not in December.

**A word from The Rev. Geoffrey Hoare (attached)**

Mr. Hoare reported that he has been warmly welcomed. He commented on the quality of the staff who, “unprompted, say they love their jobs.” He is meeting regularly with staff and also doing some pastoral work,

**May 2023 Letter from the Wardens, Roman Perun & Harriet Pegram (attached)**

Senior Warden Roman Perun highlighted the new beginnings the wardens were seeing and appreciating around the parish during the season of “commencement.” These include students, musicians of all ages, clergy in changing roles, and changes to parish buildings. He mentioned welcoming Geoffrey Hoare as Sabbatical Priest and bidding farewell and best wishes to Fr. Mawethu as he begins his next chapter.

Mr. Perun then gave an *update to the part-time Curate position*. The motion to approve a part-time Curate passed an e-mail vote with a majority, all Vestry members having consented to holding the vote via email. Prior to the Vestry vote, the position was reviewed and approved by the Personnel Committee. Brad Ross and Sabrina Olsen provided guidance that the Finance Committee only needed to be notified after the vote, thereby not requiring a formal committee vote. The Diocese has approved this position.

Mr. Perun thanked the Vestry, the Rector, the Sabbatical Priest, the Personnel and Finance Committees, and the Diocese for their support, allowing the parish to create a part-time Curate position. The official announcement will take place after the Rector returns from sabbatical.

**Organ Project Update—Brian Coggins (attached)**

Mr. Coggins reported that the removal of the Kleuker organ is happening now and will conclude by May 26. The Kleuker organ has found a home: First Associate Reformed Presbyterian Church of Statesville. We are awaiting bids on construction from two contractors and hope to have those bids soon. Construction related to the tower project has yet to be voted on by the Vestry. Mr. Coggins emphasized that we need to remain positive and flexible. He will be glad to talk to anyone who has questions about the project. We don't yet know when the bids will come in or when the permits will be ready.

**Realm Update—Diane McOmie**

Ms. McOmie reported that almost 50% of COTC users have signed up to create their Realm Accounts. Main efforts are still directed at getting more users to sign in. The directory is now open and all active members of the parish are displayed in the directory as long as they have a Realm account. Staff are learning about all the features that are included in this software and are meeting with ACS monthly as well as on regular calls with their support team. Two events, the EYC Mission Trip and Vacation Church Camp, are accepting reservations through the new event portal.

**Solar Panels Project Update—Alan Rimer**

Mr. Rimer reported that the Senior Warden signed the contract today. 8M Solar will now finish the plans, which will then be submitted to Duke Energy. After approval, the plans go to the town of Chapel Hill. After town approval, construction can begin. The system is expected to be operative this fall. We will have a widget installed at the Welcome Center, which should bring attention to what the panels are doing and how that affects parish energy use. Mr. Rimer and Tom Henkel check the federal website every week for updates and are also in contact with Duke Energy in order to submit grant/rebate applications as soon as possible.

### **Vestry Person of the Day (VPOD) –Harriet Pegram**

Jr. Warden Harriet Pegram thanked Vestry members for signing up for Vestry Person of the Day (VPOD) duty and asked that they let Mr. Hoare know on the days they are serving, so that he can recognize them during the service.

### **Standing Committee Updates**

*Finance (attached):* Chair Brad Ross reported that Treasurer Sabrina Olsen is on vacation, so there is no treasurer's report this month, but Barney Varner submitted a report (*attached*) that was included in the Vestry packet. Mr. Ross believes the numbers look good and solid in income and expenses. We will have a treasurer's report in June.

Mr. Ross added that we will soon need an Audit Committee for the upcoming audit. The new Special Funds Committee will be chaired by Michael Hardy. The Investment Committee needs to be reestablished. Mr. Ross recently talked with John Pegram to seek his advice. If Vestry members have any names for potential candidates for the Investment Committee, please let Mr. Ross know.

*Personnel:* Chair Jess Aylor mentioned the committee's work on the successful part-time Curate position. Ms. Aylor also reported that she had an exit talk with Fr Mawethu that was helpful. Mr. Rimer asked whether the parish had ever considered hiring an administrative assistant, and a discussion followed about the appropriate and efficient use of staff and clergy time.

*Stewardship (attached):* Co-Chair Katherine Lavine reminded everyone that Sally Goodnight is chairing the Annual Campaign. Mr. Ross noted that the earlier we get pledge commitments the better we can plan and budget. In the discussion following it was mentioned that clergy and diocese are also involved in setting the annual campaign calendar, and that some parishioners prefer to pledge in January. After additional discussion, including best practices, the importance of thanking donors, and how to convert unpledged contributions to pledges, Ms. Lavine, Ms. Perry, and Mr. Ross agreed to meet to talk further. Mr. Perun commented that this had been an important conversation.

*Buildings & Grounds (attached)*

Chair Faith Turchi reported that the main ongoing items are removal of the Kleuker organ and construction necessary for the Casavant, and preparation for the installation of solar panels. She also noted that some needed tree trimming was done recently courtesy of a parishioner.

**Motion to go to Executive Session:**

Mr. Perun offered a motion that the Vestry go into Executive Session after the closing prayer. Ms. Pegram seconded. All voted in favor.

**Thank you to Fr. Mawethu**

Ms. Pegram then expressed thanks to Fr. Mawethu for his time with us, during which he “brought so much joy to our worship and also challenged us and asked hard questions.”

**Closing Prayer and Adjourn –The Rev. Mawethu Ncaca**

Fr Mawethu closed the meeting by reading the collect for Holy Cross Day, the namesake day for the Chapel of the Cross.

The meeting was adjourned at 7:15. Vestry members remained for an Executive Session.

Respectfully submitted,

Alice R. Cotten  
Clerk of the Vestry

**The next meeting of the Vestry of The Chapel of the Cross will be on Thursday, June 15, 2023, in the Overlook Room, with the business session to begin at 6:00 p.m.**