

*Episcopal Church of the Resurrection*

**April 8, 2021 6:00-8:00 p.m. Zoom**

**Vestry Meeting Minutes**

**IN ATTENDANCE:** Fr. Bob Williams+; Nick Crump, Senior Warden; Don Laufer, Co-Junior Warden; Karen Fabiano, Melissa Handley, Melissa Whitten, Jamie Harper, Kim Gill, Frank Koch, Treasurer, Marsha Crosswhite, Parish Clerk.

**ABSENT:** Robbie Forkish, Co-Junior Warden

**GUESTS:**

**GATHER/PRAY**

**Time Keeping: Melissa Whitten**

**APPROVAL OF MINUTES:**

- *On Motion duly made and seconded that the Vestry members present unanimously approved the minutes of March 11, 2021.*

**RECTOR'S REPORT**

- **Holy Week Update: Fr Bob desires to thank** all of the congregants who worked so hard to make the Holy Week and Easter services so meaningful and beautiful: Special note of gratitude to the Altar guild for the altar setting and floral arrangements; Lauri's overall support is appreciated and especially Lauri's and Mike's moving Good Friday services, Don's expert tireless work with videography, the many Lectors who gave of their time and talent and those supporting the *Holy Saturday* Silent Retreat. The *Easter* Services were beautiful and required the work of many for which we are grateful.
- The **Parish Worship Registry** is updated and complete, up to *Good Friday*, with many thanks to DJ among others.
- The **Parish Registry**, a legal document, has been addressed in part, but remains to be fully updated as it has been somewhat neglected for some time. This work will be left for Fr. Birch to attend to with his staff. Fr. Bob stressed the importance of this work being completed as the registry is considered a legal document; he suggests we seek the help of parishioners who are long time members to assist with special call to any parishioners who are archivists who may be interested in helping with this work.
- Reminder: **Safe Church Training** is offered by the diocese and is required of many serving in different areas of the church and needs to be renewed every five years, this includes Vestry members as well as education staff and volunteers. Records are kept in the administrative office;

- Fr. Bob shared a parting special **message of gratefulness** to the Vestry for a “job well done” and words of encouragement in our time of transition.

## **SENIOR WARDEN’S REPORT**

- **Back Porch Situation:**

- The back porch is in an unsafe state of disrepair; no one has permission to sleep there or otherwise to use the porch.
- Action steps agreed upon: Signage is needed along with a barricade to support lack of porch access; plan for repair.
- If individuals are found sleeping on the porch, a protocol is suggested which includes notifying the Senior warden. Police are an option to be used judiciously and only in the event of an unsafe situation.
  - Plan for repair: It is noted that a Grant is already submitted for back porch renovation to the Diocesan Board of Trustees; notice of grant application results should be received by end of June. Next steps for renovation to be determined when grant notice is received.

- **Parish Audit**

- Call again for volunteers from Vestry to lead parish audit
  - in absence of offers at meeting, Nick noted Robbie had volunteered to lead audit in absence of other interest from Vestry members; suggested member to assist the audit team was made (Sandi Orbell) and Robbie will follow up with member to form team. Nick asked for other audit team member suggestions to be sent to him by email.
  - Parish Audit Goal: To have 2 year Parish Audit completed by end of June and certified by the Vestry in July for submission to the diocese.

- **Safe Church Training: Now online through the diocese.**

- Required for many serving in various ministries, not just education, including the Vestry and all staff and Stephen’s Ministers.
- Nick will send out email to Vestry members who need training, training is required every five years. Vestry members are requested to have it completed by May Vestry meeting.
- Nick will follow up with Director of Youth and children’s ministries.
- Melissa adds that this training is online at the diocese and runs about 90 minutes.

- **Pledge Campaign:** Nick has been providing an update at the live services. This campaign continued to the week past Easter with a final update available soon.

- **Email Voting: Delays** have been experienced with vestry email votes which require by the bylaws to have unanimous agreement for passing.
  - Suggested use of texts to alert Vestry members to timely emails
  - Nick will email Vestry members for preferred phone numbers to use for text messaging

**CO-JUNIOR WARDEN'S REPORT: Don Laufer**

- Siding installation is completed; painting in progress to complete project. Other roofing issues will be checked and brought to the vestry.
- Security Cameras at church entries: Executive team discussed the option of use of motion detection security cameras to help differentiate the concern level with a security breach call. Discussion re. Informal camera use vs. Smeed security camera deployment.

Resolutions:

- Alarm panel may be malfunctioning, will be evaluated and fixed
- Noted that reminder emails with training to all key and code users had just been sent out; recommendation to allow time to evaluate level of training success and to review camera option again at the May Vestry meeting.

**CO-JUNIOR WARDEN'S REPORT: Robbie Forkish**

- In Robbie's absence it was noted:
  - Spring clean up is scheduled for 4.11.21 11-3
- All are invited; Vestry members encouraged to attend
- Irrigation repair TBD
- Digital services asking for volunteers, slow response to Tune up invite.

**FINANCIAL**

**Treasurer's Report:**

- Highlights: Things are going very well; Revenue has increased and overall report is that the financials are stronger and moving in the right direction.
- *Pledge income is now ahead YTD*, a very positive sign of people reengaging.
- Easter Pledge campaign update: Goal: 50,000 now at 39,236
- Waiting for news of EBOF grant request (25,000 a year x 3 years is the maximum grant opportunity)
- Requires Vestry Approval: Bequest from Heinzkill estate;
  - 50% is to be designated to the Endowment Fund; the other 50% is at the Vestry's discretion for operations. Following discussion: **Motion duly**

**made and seconded to designate 50% of this bequest to the Building Fund. Passed unanimously.**

- Treasurer's report is attached.

#### **Parish Clerk**

- Two email votes were completed this month: 1. **Motion duly made and seconded to receive anonymous grant for video equipment purchase; approved unanimously.** 2. **Motion duly made and seconded to approve Zoom, Keys and Codes and Church Email policies as written; approved unanimously.**
- **Policy update:** Suggestions for further standardization and other changes were suggested by church administrator to the three policies currently under consideration: Zoom, Email church accounts and Keys/Codes; decision made to delay implementation of policies until Fr. Birch has opportunity to review new suggestions. In the event of further policy work, the executive team had offered that a policy writing subcommittee would be formed to perform that work.

#### **OTHER BUSINESS OR THOUGHTS:**

- Karen Fabiano shares update regarding Fr. Birch and Sharon's "Pounding" April 18th. Description of suggested items and process for observing safe distancing and masking were discussed. Many thanks to the subcommittee helping with this work: Jamie, Lauri, Nick and Karen.
- Jamie shared that this is his last Vestry meeting as he and his family are moving to Pennsylvania following accepting offers by both he and his wife at Penn State.
- Senior Warden accepted the resignation of Jamie Harper from Vestry effective immediately and thanked him for his service. Noted recruitment of replacement to follow.

#### **ADJOURN**

**COMPLINE** Led by Jamie.

#### **Addendum to 4.8.21 Vestry Minutes:**

**On motion duly made and seconded, the April Vestry minutes were approved as submitted by an unanimous Vestry email vote completed on 4.26.21.**

**Two email motions were made 4.23.21:**

**On motion duly made and seconded that the Vestry authorize and designate T. Birch Rambo as a signer on all Church of the Resurrection checking accounts with Oregon Community Credit Union. This motion passed by unanimous email vote 4.24.21.**

**On motion duly made and seconded that the Vestry authorize the creation of an additional checking account at Oregon Community Credit Union for the purpose of holding and**

**distributing money designated for the Deacon's Discretionary Fund; this motion passed by unanimous email vote on 4.24.21.**

Respectfully submitted,

Marsha Crosswhite, Parish Clerk

**Minutes approved by the vestry of the Episcopal Church of the Resurrection on April 26, 2021**

**Attested to by:**



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**Nicholas R Crump, Senior Warden**

**Date: April 27, 2021**



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**Marsha Crosswhite, Parish Clerk**

**Date: April 27, 2021**