

**Minutes**  
**Church of the Resurrection Vestry**  
**July 16, 2021**

- I. **Attendance:** Fr. Birch, Nick Crump, Senior Warden, Don Laufer, Junior Warden, Frank Koch, Treasurer, Melissa Whitten, Melissa Handley, Karen Fabiano, Kim Gill, Marsha Crosswhite, Clerk. Guests: Doug Bonham, Skip Coburn. Absent:None
- II. **7:00 pm Devotion** for Evening: Fr. Birch
- III. **Information**
  - a. 6:05 Declaration of Quorum: **Parish Clerk declared a quorum.**
  - b. 6:06 Approval of agenda: **Unanimous Vestry approval of the agenda.**
  - c. 6:07 Review of minutes:**Motion was duly made, seconded and passed unanimously to approve the June Vestry minutes as submitted.**
  - d. 6:10 Special order of Business - Elections to fill unexpired Vestry Terms
    - i. Doug Bonham nominated to fill term expiring 2021 (filling the role vacated by Jamie Harper).
    - ii. Skip Coburn nominated to fill term expiring 2023 (Filling the role vacated by Robbie Forkish).

**No further nominations were offered. Both nominations were accepted and approved for Vestry placement by unanimous (joyous) acclamation.**

**e. Reports**

- i. 6:12 Rector
  - 1. Great to be back in church and learning the traditions at CoR! Services have been gone smoothly, expect a quiet summer
  - 2. May host “ministry fair” or “rally day” in September.
  - 3. Saturday evening mass is going well and is well attended.
  - 4. Planned vacation dates: July 24th and August 1st; Also, Dec. 26th.
  - 5. Bishop Powell will be serving at all three services July 24-25th.
  - 6. Stephen’s Ministers are currently serving, may be recruiting soon with training to follow.
  - 7. Movie night: went well.
  - 8. Printed sermons: Discussed Rector’s preference to not print sermons.
- ii. 6:22 Sr. Warden

## 1. Personnel - Music Director Search

a. Search committee for the Director of Music Ministry is formed: Nick, Annie Heckel, Deacon Lauri and Marsha Crosswhite. Planned first meeting within a week. First meeting will be to assign duties, work on a job description. Hope to post within several weeks with interviews to be scheduled ASAP; projected hire date: Fall. Budget for Music Director: 13000. If roles are separated, an approximate itemization of salaries:

i. DoMM/Choir Director: 6000 (salaried position)

ii. Accompanist (organ/piano): 5000

iii. Chorister Director: 2000

b. Audit Committee: many thanks to Skip Coburn for offering to lead the audit committee. Skip and Sandi currently will serve on the audit committee, please send suggestions for a third member to Nick.

c. Doug Bonham has agreed to serve as the co-junior warden.

### iii. 6:32 Property: Don Laufer, Junior Warden

1. Sprinkler system update: may be fixed with minimal repair: Rexius evaluated system and will offer:

a. Bid for repair, training on irrigation system

2. Hospitality Village outlet may need repair, to be evaluated.

### iv. 6:42 Finance

1. Frank offered handouts and a summary review of finances. The church's finances are doing "very well" even with the "usual summer dip" with expenses 43% of budgeted and income 60% of budgeted.

2. Realm discussion: Realm use by congregation "is flat." Since we are meeting again in person, it is believed to be a good idea to encourage invitation to use Realm by rector to the congregation. Frank offers training as needed or requested, suggested time may be convenient if offered after service. Frank does add that Realm offers a great view of the financial picture to the treasurer. Also, Realm has many other uses for the congregation, e.g., communication among ministries and more.

## IV. Discussion

a. 6:50 In-person services review and suggestions:

i. Safety precautions with COVID discussed, mask use universal at 1030 service, evening mass service has elected to not use masks unless

individual is unvaccinated by self report. Careful revisitation of topic as indicated.

- ii. Visitors: Hospitality to remain top priority and noted historic challenge with a consistent approach to welcoming newcomers. Encourage all to wear name tags. Newcomers need to be encouraged to complete visitor cards provided in the pew. Prior practices discussed of offering gifts of banana bread, Vestry Person of the Day noting newcomers.
- iii. Hospitality Team: Coffee hour is going well, many thanks to the hospitality team!

b. 7:00 Summer Vestry schedule

- i. Vestry Retreat: The Executive Team supported a Vestry Retreat.
  - 1. After discussion, it was decided it would take place in the Fall, first weekend in October, Friday night and Saturday: Oct. 2nd-3rd with Fr. Birch leading the retreat.
  - 2. Focus will not be business, but rather a time of building relationship and spiritual renewal.
  - 3. Venue: Possibly St. Mary's.

ii. Regular Vestry meeting schedule:

- 1. After discussion, it was agreed to meet on the Second Wednesday, 7:00-8:30 pm, on zoom, with the exception of meeting in person once a quarter at the church. May offer Eucharist at the quarterly meetings.
- 2. Decision to not schedule a Vestry meeting in August.

c. 7:15 Bishop Visitation dates: Consider dates in the Spring to coincide with a confirmation class.

## V. Decisions

a. 7:25 Parish administrator hours and salary (Tabled from June meeting)

- i. 20 hour week; pension up to 9% matching (5% base, 4% employee matching up to 9%); Treasurer offered review, felt this move could be met within the budget, pledge dependent.
- ii. Some desire stated for administrator to be present M-F, or Tu-F schedule as per discussion with Fr. Birch.
- iii. New hours start: August 1, 2021. Desire to add up to 80 hours a year on an as needed basis to cover additional work, e.g., Holy Week, Advent. These hours are capped at 80 and to be pre-approved by Fr. Birch. Consider capping at 10 additional hours per week, up to 80 per year.

**Motion duly made and seconded and passed with unanimous Vestry approval to move the Administrator to 20 hour work week, with pension, and additional hours up to 80 annually as pre-approved by the priest.**

### **7:35 Election of co-Junior Warden**

Doug accepted nomination as co-junior warden.

**Motion duly made and seconded with unanimous Vestry approval to name Doug Bonham as our co junior warden. Thank you Doug!**

- b. 7:40 Key policy: Discussion of historical key holder issues, draft key policy, altar guild members need for access to areas to complete their work efficiently. After discussion, consensus executive order made to:
  - i. Keys to be offered congregants at Rector's discretion
  - ii. Offer Altar guild members A keys to provide access to areas needed (need more A keys cut)
  - iii. Key policy to be edited

### **Other:**

- Neighbor reached out to Fr. Birch to bring the current EWEB water tank issue to the attention of the church.
- Fish Basket: Ushers to bring to altar
- Blessings to be offered at the time of Prayers of the People

VI. 8:00 (Time Certain) - Compline

Next meeting: September 8, 2021 0700-0830 pm via ZOOM