

Vestry Minutes
Church of the Resurrection
November 10, 2021

Attendance: Fr. Birch Rambo, Nick Crump, Sr. Warden, Don Laufer, Co-Jr Warden, Doug Bonham, Co-Junior Warden, Frank Koch, Treasurer, Skip Coburn, Melissa Handley, Melissa Whitten, Karen Fabiano, Marsha Crosswhite, Clerk.

Absent: Kim Gill

- I. 7:00 pm Devotion for Evening was led by Fr. Birch.
- II. Information
 - a. 7:05 Declaration of Quorum: Quorum declared by clerk.
 - b. 7:06 Approval of agenda Agenda approved by unanimous consent.
 - c. 7:07 Approval of minutes
 - i. **Motion was duly made, seconded and passed unanimously to approve the October 13, 2021 Vestry minutes as submitted on November 7, 2021.**
 - d. Reports
 - i. 7:10 Rector
 1. Service changes
 - a. Singing last Sunday, most joyous! Increased ventilation caused some chilliness—will adjust open doors!
 - b. Worship in person is going well within the COVID guidelines. Our bishop approved use of a shared chalice, but we will hold given parishioner feedback—and so continue with Eucharist in one kind only for the time being. May consider a station to the side of the altar where the chalice will be offered.
 2. Worship Committee: To be formed to work toward goals of service planning that meets Covid shifting guidelines, Rector's preferences and reflecting CoR traditions.
 - a. Saturday Evening mass is in development.
 3. Diocesan Convention:
 - a. The 133rd Episcopal Diocesan Convention was held on Zoom November 6, 2021 with great attendance throughout the Diocese including CoR. Thank you to our delegates who attended convocation and convention; a special thank you to Jerry for ongoing service as Convocation President!

- b. Diocesan budget was passed. Delegates acknowledged and applauded increased transparency reflected in Diocesan budget.
- c. Bishop's address to the convention was lauded.
- d. Discussed: motion from the floor from St Timothy's Brookings requesting Diocesan support for their work feeding the homeless in the face of the Brookings city council voting to limit the number of meals for the hungry prepared at the Church. Motion was made and passed to both support St Timothy's mission to feed the hungry both materially as well as with a letter of support from the Churches of the Episcopal Diocese to the Brookings City Council.

E. Other:

Discussion regarding administrative assistant now returning to office for full schedule, which was approved.

ii. 7:15 Sr. Warden

1. Personnel

- a. Pleased to announce the hire of Sharon Rambo as our Director of Music Ministry who has already started work with a November 1, 2021 hire date. Nick related that Sharon sent her thanks to the Vestry for meeting and approving her salary and benefits request. Many thanks to the Music Director Search and Personnel Committees for their work on this hire. Next steps: Search is started by our new director for a choir helper, a Chorister Director and a Saturday service accompanist. Sharon will report directly to the Senior Warden.

iii. 7:20 Property

- 1. Vent issue: Vent is now closed.
- 2. Dyer skylights is scheduled to evaluate the skylight issue.
- 3. Discussed historic basement flooding with heavy rains and need to monitor closely.

iv. 7:30 Finance

- 1. Please see submitted financial reports.
- 2. Frank reports that the "financials are doing remarkably well" with the church "right on target." Pledge giving is in "Good shape" and "spending is well under control."

3. Clarification sought for fund designation for open plate collections at the Pentecost, Good Friday and Epiphany services. Clerk to review Vestry minutes to determine if designation was determined. Several vestry members noted that Good Friday open plate donations have traditionally been slated for the Episcopal diocese in Jerusalem.
4. Request to add authority to DJ 's job description to print checks as directed; after discussion, this was approved.

v. 7:35 Stewardship Committee

1. Skip reports that the committee is formed and has met once with the work progressing well. He is pleased with the enthusiasm and experience of the committee members.

III. Discussion

a. 7:40 Stewardship planning

1. Skip welcomes ideas for a Pledge ingathering celebration, scheduled for 12.19.21.Cider/donuts? Greening of the church scheduled? Cookie exchange as part of celebration?

- b. 7:45 Vestry nominations: Many names were submitted and discussed for possible vestry placement. Fr. Birch will coordinate the follow up. Convention 2022 delegates: Typically self volunteer; names prepared one week prior to Annual Meeting. Jerry Jacobson recognized for his continuing service as Convocation President for the Diocese.

IV. Decisions

a. 7:55 Audit report

- i. Skip shares that overall, the committee is very pleased to not have found any serious gaps. Along with this report, a list of recommendations were compiled and submitted to the Vestry to create a follow up plan. Noted that this work will be handed off to the 2022 Vestry for assignment and completion.

ii. Chief recommendations:

1. Primary among the recommendations is a thorough property inventory.
2. The audit found a historic gap in collection of minutes, however it is noted that Vestry minutes are now submitted and retained online, so hopefully this issue is resolved with this newer process.
3. Recommendation of use of Realm for pledges to improve tracking.
4. Update the CoR directory.

5. Review roles of individuals who serve CoR with financial duties and avoid concentration of responsibility on a few persons.

Motion duly made and seconded which passed unanimously to approve the audit report as submitted.

Our Senior Warden offers gratitude to the Audit committee, Skip, Bruce and Sandi for a job well done!

- b. 8:05 COR policy regarding liability insurance for outside groups using parish facilities.
 - i. After some discussion, a decision was made to ask all outside groups who use the church to provide a certificate of liability insurance.

V. 8:30 (Time Certain) - Compline

Next meeting: December 8, 7:00 pm - in-person/hybrid, concluding with Eucharist