



**The Episcopal Church of St. John the Baptist**  
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## **Vestry Minutes for The Episcopal Church of St. John the Baptist November 18, 2020 – Zoom Meeting**

**Present:** Jill Malloy, Sharon Lamando, Fr. Tom White, Scott Kresge, Clara Escobar, Jean Skocypec, Rob Konnyu, and Ed Stout.

**Absent:** Tom Sombar and Ted Palmer.

**Meeting was called to order** by Senior Warden Jill Malloy at 7:05 pm.

**Opening Prayer** was given by Father Tom.

**Executive Session** – The vestry went into executive session after the opening prayer. At 7:30 pm the vestry resumed the regular meeting.

**Acceptance of October Meeting Minutes:** A motion was made by Jill to accept the October meeting minutes and it was seconded by Sharon. All were in favor.

### **Treasurer's Report –**

Ed reported on the treasurer's report. Ed sent out the complete packet of all the financials he had prior to the meeting for members to review. He stated that we are doing fairly well. We have the potential for paying for two audits. We have no idea when the 2018 audit will be done. Fr. Tom asked if he received anything from Terry, and Ed stated he received a draft pending approval from the partner review. He heard nothing since, except he needed minutes from 2018, which we provided the same day requested, and we have heard nothing back. Fr. Tom stated that Terry told him all he needed to do was the narrative for the audit. Ed never received the narrative. Fr. Tom also stated that it is not an audit at all, it is an end of the year review and it states so on the document in several places. Canon Judy asked Ed to submit a reason the 2018 audit is not complete so that we can vote at the Convention this Saturday. The diocese is asking for an end date of 12/31/20 for the 2019 audit. Judy has never referred to the 2018, every time she communicates with Ed, she refers to the 2019 audit. Ed stated he thought we could not commit to December 31<sup>st</sup> deadline they are asking for.

There was a motion made to accept the Treasurer's Report subject to audit by Sharon and it was seconded by Jean. All were in favor.

Ed mailed out the proposed 2021 Budget, he asked if everyone had a chance to review it. He asked if they have suggestions or questions. Ed suggested that postage was not listed in the budget and needed to be included as a line item for it. Ed was going to update the document and send it out right away for vestry approval and comments.

Fr. Tom was questioning why we wait until January to approve the budget. He thinks the people who have served all year should approve the budget for the upcoming year. We should shoot for having it approved at the November meeting. We could then present the proposed budget for the upcoming year to the congregation at the annual meeting each December.

Ed asked where does the money for the purchase of a plot in the memorial garden go? Fr. Tom thinks we should start a separate endowment fund for the garden itself. We make it clear in the guidelines that we will, to the best of our ability, maintain the garden for the future. He thinks the garden needs to have a separate fund from the landscape itself. Jean stated that she thinks it needs to look its best for people to be interested in the garden. We need to have a bookkeeping entry for this to keep these funds separately.

#### **Priest Comments –**

Fr. Tom commented on the stewardship packet. He has prepared the annual letter. The packet will go out tomorrow, Thursday November 19th. Fr. Tom, Scott, and Ed will be putting them together and mailing them. He will stop by and have Jill sign the letter on his way to church. Stewardship Sunday will be December 6, 2020.

## **Committee Reports**

#### **Property –**

Sharon gave the property report. The gutter has been replaced on the Prettyman side of the church; the power was not shut off by it was done anyway.

She called *Sun-Dew*. We owe them \$1,775.00. They are not responding to her. She is thinking if we don't hear from them, we will have someone else do it and not pay the bill in hopes of getting them to finish. There is one board that needs to be replaced and painted. Fr. Tom stated that the ball is totally in their court.

Dean has done some work and will finish the doorknobs when he recuperates from surgery and the screen on the porch will be done in the spring.

For the Church, the locks have been replaced, for the doors and the sacristy. The keys were made and distributed.

She called *Gutters for Less* regarding the cleaning of the gutters. They quoted that for the Church it would be \$250, and for the Rental it would be \$325.

#### **Parish Administration**

##### *Administration –*

Scott stated that the paid subscription to MailChimp for our weekly digital newsletter has paid off, the open rate is coming up. We went from 31% up in to the 60% area. The bulk of those opening are active parish members, so the information is being disseminated.

#### **Outreach**

Clara reported three gift cards for thanksgiving meals were dropped off to Celeste, each being \$100. The outreach committee had a zoom meeting and we decided on \$25 incremental gift cards for the angel tree project. We asked Celeste for 10 families and we adopted a family that is not part of the school program.

## **Youth Ministry**

Jill reported that Scott helps by taping the Sunday School lessons going out every week. We are always a week ahead. She reported that she is still mailing out the crafts. Jill asked Fr. Tom if he could get pictures and permission from Melba, and Danny and Nora doing the crafts so we can post with the other kids.

## **Music/Worship**

Fr. Tom reported during advent, we will be doing morning worship at 10 a.m. on Wednesdays. The theme this year is, wait, watch, wonder, worship. It will be less than ½ hour service. Starting on December 2<sup>nd</sup> and ending December 23<sup>rd</sup>.

## **Old Business**

### **Audit –**

Sharon contacted two firms that were recommended by her CPA. She was very surprised after talking to them. One sent questions, and she forwarded to Ed to fill out, and they were returned to her. The other firm was not in favor of us doing an audit, they stated that it isn't dollar efficient, and it is better done in April – June time frame, and they can do two years at once. She asked for an estimate and he stated that it would cost between 12K – 18K. Year-end financial review runs \$3,500 - \$4,000 and that was their recommendation. Fr. Tom suggested that he will call Fr. Jeff Ross from St Peters in Lewes and get the contact information for their Treasurer so we can talk and see what they do. It was established by the vestry that we respond to Canon Judy that *our hope* is to have the 2019 audit to the Diocese by the end of January 2021.

Fr. Tom stated that we need to know what audits we have and find out what is missing, and we need to contact Tom Sombar and see what else he might have that we need to get back into our office.

Mary will be dropping off all of the 2019 information that she got from Tom Sombar to Jill that she had for the 2019 audit.

### **Landscape Chair –**

Jill asked if anyone had any suggestions for a Landscape Chair. Fr. Tom wonders if he can have Tom Waite stay on. Jill asked if Fr. Tom if he would be willing to reach out to Tom Waite to stay on in that capacity, and he agreed he would.

### **Live Stream Update –**

Scott reported on the live streaming. He stated we have been doing a lot of shifting week to week on the cameras trying to find the best angles and closeups for the Service. We are trying to come up with the best shots for clarity but keeping in mind of the 'hybrid' service in the future when we will have in person and streaming happening at the same time. The pulpit camera is sitting right by the organ now to get a straight on shot. The lectern shot has to be from the side, because of the choir loft and the side aisles. Bright spotlights are now on the chancel, they are bright white LED's. Jerry and Scott worked on the installation, and the end of the smaller cans had to be cut off to accommodate the bigger lights. Going forward if it is a problem, Jerry suggested that we could get bigger cans for the lighting fixtures. The second row of lights do need to be brighter and focused down for the front section of the Sanctuary, which will be done at a later date.

Fr. Tom asked the vestry if they can hear him when he wasn't at a microphone. Everyone stated they could hear him fine.

### **Regathering update –**

Jill, Sharon, Scott and Fr. Tom had a zoom meeting and answered all the questions provided by the task force and in doing so you come up with a plan for regathering. We submitted it and they had 4 questions on our submission, we talked about them, tweaked the answers, resubmitted and we heard back that Bishop Brown approved for us for regathering. We have no date set as we still are part of the *coastal parishes* that will reopen on the same date. The plan will have to be implemented that we proposed in order to regather, which includes training of ushers to aid in the regathering process, as well as strict guidelines that will have to be adhered to.

## **New Business**

### **Step Ladder –**

Jill reported that when we were replacing the lights in the sanctuary, we had to use an extension ladder. Jerry suggested that a step ladder would be safer and could also be used to change the chandelier bulbs as well. He recommended we look into getting an 18' one and Lowes had an 18' fiberglass one for \$647.43. The extension ladder is also why we can't get the placement of the spots on the stain glass in the front. There was a motion made by Sharon to buy the proposed 18' step ladder, and it was seconded by Clara and all were in favor.

### **Annual Meeting –**

This year we will be having a virtual meeting. The by-laws state it is to be the first Sunday of December. A lot of churches are doing Zoom, if we did a Zoom webinar the attendees couldn't join as a video window. It is an add on price and it is \$40 for us to do this. We will be advertising the slate of officers two weeks prior as stated in the by-laws. Fr. Tom asked what Scott recommended and Scott suggested the webinar for security purposes. The time can't be right after church, so what time do we want to do it. The vestry decided that we do an oral report during the webinar and just give the reports to Scott for the minutes. It was determined that 2 p.m. was a good start time for the annual meeting. Scott will put it in the newsletter and put a page on the website with the link there as well. Each vestry member will receive a panelist email separately to join.

### **Election of Wardens –**

There needs to be a special vestry meeting directly following the annual meeting for the election of wardens. We will make sure everyone is gone before the special meeting. Fr. Tom will conduct the meeting.

At 9:05 Sharon made a motion to adjourn the meeting, it was seconded by Clara, all were in favor.

### **Next Vestry Meeting – Wednesday December 16, 2020, 7:00 via zoom**

Respectfully submitted by Scott Kresge, Clerk of the Vestry.