

Vestry Minutes for The Episcopal Church of St John the Baptist

November 20, 2019

**Present:** Sharon Lamando, Father Tom White, Clara Escobar, Ted Palmer, Jerry Hudson, Mike McNamara, Scott Kresge, Ed Stout, Tom Sombar, Mark Owen and Jill Malloy.

Meeting was called to order by Senior Warden Sharon Lamando at 7:00 pm.

Opening Prayer was given by Father Tom.

**Acceptance of October Minutes:** Motion was made by Jerry to accept October minutes and seconded by Mike. All were in favor.

**Treasurer's Report:** Tom reported on the treasurer's report. (Copies attached) Motion was made by Jerry to accept treasurer's report and seconded by Clara. All were in favor.

**Priest Comments:** Father Tom reported of the two losses within the congregation. He thanked those who made the memorial luncheon for Doug so memorable. He loves how our church extends hospitality to everyone. He spoke of the connections regarding in-reach how we pull together. While Mary is still reeling from her loss of Doug, she has been there for Linda during her loss as well as Sandy who stayed with Linda for 7 hours when Bill was admitted. Keith has had back surgery and will be visiting with him tomorrow again. Ted commented how much Keith enjoys his visits with Father Tom.

**Reminder of committee reports for the annual meeting:** Sharon reminded everyone who chair committees to write out a paragraph for the report of the annual report of the congregation. You can read from your report and then give them to Jill. They will then become the minutes. Sharon asked that Tom's report be very extensive but easily understood by the parishioners. She asked to have individual reports available for the parishioners. Questions should be encouraged. Annual meeting is December 1<sup>st</sup>. Mark asked if they were needed before the 1<sup>st</sup> but it is not necessary.

### **COMMITTEE REPORTS**

**Property:** Mike reported nothing has been going on with the property. Mike said he will have plenty of material to hand over to whoever takes over property in the upcoming year. Father Tom asked if the water had ever been tested. Mike stated no this is what started the whole thing about having to get the new meter.

**Church Security and Safety:** Mike had little to report. He will volunteer to be on the committee of whoever takes over and will bring the new person up to speed in the New Year.

**Parish Communications:** Mark reported the shirts are in and have been delivered. Question from the committee was how will the monies made from this project be earmarked for their committee. Tom said it would be designated within the account. It would be a line item. Parking lot signs and posts have been delivered. Jerry will put them up on Saturday. Sign at the front of the church has been completed and installed. Mark will label the switch so it does not get turned off. Walking in Faith videos schedules have not been followed. Deacon Paula was to work with the team for the video schedules but to date nothing has been scheduled. She has submitted an email that for the next 6 months she will be busy with her task with Beebe as she is working towards being a Chaplain. For Parish Communication the impact is how will we move forward with scheduling and staying on target and what impact does it have on the Walking in Faith videos. It will be discussed after Saturday's conference.

Father Tom respond to her email in that he supports her and is prepared to cover all of her services that she was assigned in December if necessary. He reminded her that her first priority is her job at Beebe, her second priority should be to this congregation, third priority is to the diocese and lastly her involvement should be to St. Peters since she is involved there as well. She was also given the option for her to take a leave of absence though July. To date there has been no response if she would like to take the leave of absence. Mark continued his report. The digital TV is up and running. Jill asked if we could circle back around to Walking in Faith and asked if Father Tom would just take them over. Father Tom commented on the newsletter that Scott has developed. The newsletter helped evolve Father Tom's message for Thanksgiving into a video. Scott suggested Father Tom now do a video for each season. Father Tom is going to ask Deacon Paula to join him for the Christmas video. Mark commented that Scott could speak of the number of reaches that have been met from the videos. We have an open rate of over 50-60% which means we are getting between 80-100 people opening the post. Father Tom said as far as the Walking in Faith videos he is always ready should they need him to do the video as well as his messages. Scott said they had to find out about the videos since her email said this was a reminder that she would not be available for the next 6 months so at the next meeting they will find out how involved she will be in the videos. At this point it is a grey area on her involvement for the next 6 months. Mark reported that the YouTube views are up. The website landing page has been updated. In January there will be a new directory that will include photos. Those parishioners who are going to be away during this period have had contact made to try and get those done before they leave for the winter. Lastly the conference on Saturday for Invite, Welcome, Connect those that are going are Father Tom, Scott, Sharon, Liz, Eric, Deacon Paula, Rob and Mark.

**Outreach Ministry:** Clara reported that they are full steam ahead for the cookie walk. They will be meeting tomorrow for finalization. We have two families that we are making Thanksgiving baskets from HOB. 7 families to adopt. Hopefully the angels will be up and ready on Sunday. Father Tom reported he spoke with Pastor Chet and they would like to adopt a family. Clara will mark one family as Safe Harbor. We only have 5 families remaining to adopt.

**In-Reach Ministry:** Father Tom said as soon as anyone in the parish has needs we respond.

**Youth Ministry:** Jill reported attendance has been a little light lately. Rebecca and Willow will age out of Sunday School this year. Jill said that she expected both of the older girls will help with serving on the luncheon for the Bishop. Jill asked Father Tom if he wanted a cake for the luncheon which he does. It should say Welcome New Members.

**Music/Worship:** Father Tom said they would be discussing the prayer candles under new business. Jerry has crafted a table for the candles. Jerry asked when the greening of the church would be taking place. Scott said after service on the 22<sup>nd</sup>. Peppers have been notified. We have received an urn pall from the Moubray family.

## **OLD BUSINESS**

**Follow up on letter to mayor and town council regarding Dogfish race:** Sharon reported that Jerry wrote an excellent letter to the mayor. The mayor did call Sharon and suggested a spring meeting with Father Tom and a representative from Dogfish. Jerry said you want to make sure to find out when they publicize the race because the route will be included. Dogfish's route is used by other organizations as well. Jerry said he thinks the mayor missed the point of the letter. It's not an issue with Dogfish but rather with the town for allowing it to happen. Father Tom said the town definitely has to issue the permits to close the streets. Father Tom thinks at the meeting we should suggest a route. Father Tom said he didn't think

we should be the ogre with Dogfish, it should go back to the town. The Chief of Police has stated it should be on a Saturday and recognizes it only affects us.

**Meeting for church rental guidelines:** Jill asked Tom to make a note that we need to know what the organizations that use the hall pay us.

### **NEW BUSINESS**

**Delegates for the convention:** Sharon said that Ray and Ann Jung have volunteered to once again be our delegates for the convention. Jerry made a motion the Jungs represent us at the convention and Ted seconded. All were in favor. There will be 2 diocesan conventions in 2020 as the Bishop wants to change the convention from a 2 day event to a 1 day event the Saturday before Thanksgiving. The Bishop would like the representatives to be the same for both conventions. Sharon asked for alternates for the convention. Scott is one and Mark will be the second alternate. Father Tom must certify everyone by Monday.

**Prayer Candles:** Father Tom said as he mentioned at last meeting he wanted everyone to think about the prayer candles. There is a large bowl filled with sand and a large pillar candle. Smaller tapers are available that can be lit and then placed in the sand as they ask for a special prayer. Father Tom would like to push the clavino back a little and place the table in front and place the candles on the table. Father Tom said he thought the altar guild would be the ones to make sure the candles are out and cleaned up. Father Tom thought Advent would be a nice time to start. Father Tom said he thought the pillar should be oil so there is no mess. The tapers can be wax since it will be stuck in the sand. Sharon suggested using the bottoms on the tapers like we used on Christmas. Jerry asked about cost. Sharon said we can ask the congregation for a donation in someone's memory. Jerry made a motion for Father Tom to spend no more than \$100 to purchase candles and bowls. Jill seconded. All were in favor.

**Property:** Tom said we received an email from Judy about assuming some of the debt for the property on Wharton Street. \$47,053 remains on the debt. Sharon asked for Tom's suggestion and he agreed we should make some payments in 2020. Father Tom said he had been in contact with Judy and that it would be discussed tonight. Her question was do we see the church using the property 50 years from now. Judy does feel the interest rate is high and is thinking of refinancing hoping to bring down the payment. Father Tom told her at this time we do not have the means to assume the loan. Tom said if we didn't have the debt from the roof and siding we would be in better shape to assume the land debt. Tom said he wrote a check on August 4<sup>th</sup>. Scott said it should be refinanced first then see what the payment would be. Father Tom said we could extend the loan out making the payment more affordable. Ted asked if the diocese would have more leverage in getting the refinancing than us. Jerry made a motion that Father Tom or Tom contact Judy telling her we would like it refinanced and depending on the new payment we will discuss from that point how much if any we can send per month. Jill seconded. All were in favor. Father Tom asked Ted if he would help with this and he agreed.

**AGO Conference 2020:** Scott recently became a member of the American Guild of Organists. We were contacted by the local chapter for hosting the chapter here in the spring so Father Tom said it only made sense to have Scott as a member. He had been thinking of joining anyway. Every 2 years they have a convention and next year it's in Atlanta. It's a week-long conference that has very intensive workshops. He went to the summer workshop and because of them we are using some of them during Lessons and Carols. Cost is \$575 but if he registers now the price drops to \$375. Father Tom to come up with a figure Scott would ask the vestry to approve. The registration fee is all we need to address at this time. Ted made a motion for the church to pay for Scott's registration. Second by Mike. All were in favor.

**Mail Key:** Father Tom as suggested that the Senior Warden have one key and the Junior Warden would have the second. Father Tom said he feels he's speaking of organization. He feels all mail should go to the church post office box. He proposes the Senior Warden be responsible for picking up all mail unless they were unavailable and then the Junior Warden would get the mail. He feels it's a good way to tighten up things having the Senior Warden seeing all of the mail. Sharon asked for comments. Jerry stated he felt that was reasonable. Tom spoke up that he felt he should have a key. He is concerned he will not get a bill timely and will miss paying something. Father Tom said he thinks it would be helpful to have the Senior Warden check over the bills. Tom asked if the Senior Warden would initial the bills ready to pay. Jill spoke up that it makes sense the two wardens that oversee the business end of the church have that responsibility. Jill made a motion that the wardens be the keeper of the keys. Mike seconded. All were in favor.

Sharon asked if there was anything else. Jerry spoke up that he had one other thing. The topic was trying to get lights on the outside of the stained glass windows over the altar. He feels it's something for the vestry to consider especially if dusk/dawn led lights were installed. At night the windows go black. Father Tom asked about the membrane of the roof and Jerry said no we tell the electrician not to mount it on the roof. Sharon asked about solar but it would not be strong enough to light them. Jerry also brought up the window that faces the street as well. He would like the church to explore that option. Father Tom asked if Jerry could take care of it and Mike spoke up he had a name of an electrician he has worked with and liked. Mark spoke up and said he would work with Jerry to make it happen. Mike gave Jerry the information. Jerry said he would give them a call especially if Mark can help out. Jerry asked for a budget so he could go ahead and have them do the job. Father Tom said perhaps make the budget up to a \$1000 so he can ok the work be done after he meets with them. Jill made a motion that Jerry meet with the electrician for lighting up the altar stained glass and the stained glass that looks over Federal Street. Clara seconded. All were in favor.

**Motion to Adjourn:** Jill made a motion to adjourn. Scott seconded it. All were in favor.

Next meeting will be the annual meeting on December 1, 2019 immediately following services.  
Next vestry meeting will be December 18, 2019 at 7:00 pm.

Respectfully submitted by Jill Malloy, Clerk of the Vestry.