



The Episcopal Church of St. John the Baptist
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Vestry Minutes for The Episcopal Church of St. John the Baptist October 21, 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 7:00 pm.

Opening Prayer was given by Father Tom.

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

Treasurer's Report –

Ed reported on the treasurer's report. Ed sent out the complete packet prior to the meeting for members to review. He stated that we are doing better this year at this time, over the previous year. The investments were down a little for the current period, but overall, we are up for the year. Fr. Tom encouraged Rob as a new member to ask questions at any point in time during the meeting. Ed also told Rob if he had specific questions after the meeting when reviewing the treasurer's report, he could call him at any time.

Motion was made by Sharon to accept treasurer's report and seconded by Clara. All were in favor.

Priest Comments –

Fr. Tom continues to get wonderful feedback on how we are coping with this pandemic. The words of encouragement mean a lot to us and keep us going. He finds to live-stream; Sunday after Sunday is draining on us due to the fact that there is no interaction or instant feedback.

He stated there are two members he is concerned about. The first is Louise Frey, who is facing a health issue that is very serious. Good news on the second member, Douglas Marshall-Steele had hip replacement surgery and he is getting around and progressing very nicely.

Committee Reports

Landscape –

Tom Waite submitted his committee report to Jill, and she presented it on his behalf. It was as follows.

- Theo coordinated the trimming of several trees on the north side of the church that posed a danger to the church and the house next door. There was some discrepancy as to whether the trees belong to SJB or the neighbor but by the time this discussion was had with Theo, the trees had been removed.

He also trimmed the tall dogwood near the Memorial Garden. No cost to the church. Theo will reimburse the tree trimmer and take it as a donation to the church.

- On Sat., Oct 17 we had a super turnout of committed parishioners who joined the landscape committee to do some weeding, mulching, planting, winterizing and social distanced fellowship. In addition to committee members (Scott, Fr. Tom, Rob and Janeen), the following people helped out immensely: Clara, Mary Moubray, Tom Sombar, Diane, Linda T and Theo.
- Other items of note - The town dropped off new recycle and trash containers. New pick-up schedule is posted on the Town of Milton website (Weds is trash day, Thurs rotates between lawn pick-up and recycle). Theo and his tree man trimmed the tree on the north side that was leaning on the gutter and pulled vines out of that specific gutter space.
- On a final note, I feel privileged to have been asked to support the church as the chair of this committee but due to new job responsibilities, including additional hours, I must respectfully step away from the role and allow someone who can devote the appropriate time and energy to step forward. I am more than glad to be assigned a plot and I'd be happy to coordinate other church-wide landscape days. It's a great group of committee members and with a bit more attention I feel we can grow the interest. Please advise if you need me to do anything during the transition. Thank you for the opportunity.

Jill brought up the fact that he is stepping down as Chair of the Landscape Committee. The Chair responsibilities are to keep up with the people that have adopted locations and remind them not to forget their weeding and maintenance. Fr. Tom, suggested that Rob and Janeen Konnyu would be wonderful, but doesn't want to overwhelm them as they are very active already, but they are a driving force of the Landscape committee. Scott mentioned that Tom has volunteered to coordinate the church-wide landscape days in the future. Rob was going to talk to Janeen and Fr. Tom asked Jill as Sr. Warden to follow up with Janeen.

Property –

Sharon gave the property report. We finally have a date for changing of the locks. Nov 2nd the locks will be changed, and the electric will be shut off and the gutters will be replaced that same afternoon. The electric will be turned back on the morning of November 3rd. Fr. Tom asked Sharon to make sure the new plantings in the memorial garden do not get trampled by the workers when replacing the gutters.

Sharon met with Diaz, who is the son of the owner of Sun Dew Painting and she showed him the problems and ask him to please address these issues and clean it up. In the front towards the highest peak there is a piece of plywood and it needs to be replaced and painted again. We still owe them \$1775, she stated that they are not going to get the remaining balance until they are done. She will wait till the end of the week and call them again.

Jill reported that Jerry is looking at rectifying the sidewalk issue. He will be addressing it Saturday October 31st. Fr. Tom would like the lighting to be looked at in the sanctuary at the same time. Jerry, Scott and Jill will address that on that date as well. Jerry will also replace the sacristy lock that day. Scott will review the key list and will communicate to those who need new keys. He will coordinate that with Sharon and Jill.

Parish Administration

Administration –

Scott reported that he is keeping track of viewership of the streams online, and now the communion numbers as well. This book is required by the diocese to keep attendance and the numbers who commune. Rob asked

how we keep track of numbers these days. Scott reported that both Facebook and YouTube have analytics on our pages. It gives the peak viewership of each for the service live and it also gives total numbers of minutes viewed, so Scott divides that number by the length of the service to give the total number of people attending that service both live and recorded. Clara asked how do we count if multiple people watch on the same stream, and we have no way of knowing this, so the count will reflect households that view from this point forward not individuals.

Streaming –

We are planning on going live with the new system this Sunday. We are going to live-streaming directly to the website as well as to YouTube and Facebook all simultaneously. Live chat will be available on the Facebook and YouTube sites, but not on the website. We are hoping that people that will not go to social media sites will be content and able to view directly on our website. Also, after the live-stream is done, the recorded service will reside in that same spot, again easier for people to view.

Outreach

Clara reported she wants to get together with Fr. Tom and Jean to talk about thanksgiving baskets. She needs to talk to Celeste first.

Jill asked if we are doing the angel tree this year. Since the pandemic has halted a lot of in-person gatherings, Clara wants to plan for people to buy gift cards from like from Walmart, etc. This will let the family go out and buy for the children.

Fr. Tom mentioned that there was a fire in Milton that affected families. He was asking if anyone knew anything about it. No one knew of need or collections at this time. Jill mentioned that there was a high-speed chase and it wiped out the belongings of a family near Milford. Fr. Tom thinks we should contribute to that, and Jill knows of donations being put together for them as well and will be in touch with Clara.

Youth Ministry

Jill continues to record the Sunday School lessons. Rob Freeman also does recorded segments with the puppets and music segments, singing with the guitar. Scott edits them and they are put on the website weekly. Crafts continue to be sent out to the kids for each lesson. The parents are sending pictures of the kids, and we will have a page on the website showing them with their crafts.

Music/Worship

Fr. Tom mentioned that we will be doing Advent Lessons and Carols this year. We have the ability to start incorporating recorded pieces into live broadcasts so we can get parishioner participation in live-streams.

Sheridan will be playing two pieces for us for Christmas Eve service. He will record the videos and submit them to us, and we will use them for the live Service.

Yesterday the Bishop hosted a College of Clergy days. It was about celebrating Christmas during the time of pandemic. Last Christmas eve, Eric put up our Luminarias and Fr. Tom wants to do them again this year. He wants to send out Advent/Christmas boxes for our children and he will coordinate that with Jill. He also has an idea about sending out something to each of our members as well.

Last Sunday, 15 people communed for the drive by communion in addition to the 5 during mass. He will be sending out an email to the shepherds to let their groups know we are doing this.

Old Business

Stained Glass Lighting –

Jill stated that this will be included next Saturday, October 31st with Jerry. The lights have to be focused more toward the center of the circle.

Convention –

We are good for this year, and our delegates are certified. Delegates are Eric Valentine, Scott Kresge, and Ed Stout is an Alternate.

Rental –

A certified letter was sent to the tenants regarding the food truck violation. The receipt has been filed with the lease. Jill has checked with a neighbor and the truck has not been there. Dean has not had a chance to get up there for the minor fixes but it will be done prior to November 11th. The screen porch will be done over, but probably next spring.

New Business

Gift Card –

Ed reported that we received a \$200 Gift Card from Comcast for signing up for internet. Jill suggested that we use it to buy supplies for when we regather, like hand sanitizer (several gallons), Clorox wipes, etc.

Job Descriptions –

There is nothing in the file, and she wanted to have something on file. Fr. Tom, Jill and Scott worked on getting a job description for the Parish Administrator, Music Director, and Videographer. They were emailed out to the members prior to the meeting. They were approved and Jill asked Scott to file them at the church office.

Audit –

The church has to do an audit. This year with our new Bishop, we have a convention the end of November 21st. In order for our delegates to get a vote we have to be up to date. We asked Jim Owen and Mary Moubray to be the audit committee, and review the information for the calendar year 2019, and we discovered we did not have a 2018 audit completed. The pre-signed audit was given to them to start working on the 2019 audit. This is being finalized and we should have the report shortly to file with the Diocese.

The Vestry needs to arrange for an audit each January! It needs to go on the calendar. A copy of the audit needs to be presented to the vestry and we need to keep a copy of each in the safe.

At 8:20 p.m., Sharon made a motion to adjourn the meeting, it was seconded by Clara, and all were in favor.

The next meeting is scheduled for Wednesday November 18, 2020, 7:00 p.m.

Respectfully submitted by Scott Kresge, Clerk of the Vestry.