

**MINUTES  
OF A SPECIAL MEETING OF  
THE VESTRY OF  
EPISCOPAL CHURCH OF ST. JOHN THE BAPTIST, APTOS, CALIFORNIA**  
a California nonprofit religious corporation

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June 23, 2020

A special meeting of the Vestry of Episcopal Church of St. John the Baptist, Aptos, California, a California nonprofit religious corporation (the “Parish”), was held via Zoom conference at 7:00 p.m. on Tuesday, pursuant to notice duly given.

ATTENDANCE

Vestry Members <sup>(1)</sup>	Present	Absent	Others Present
The Rev. Tracy Wells Miller, Rector	X		Nelson Crandall, Treasurer and Clerk of the Vestry
Annie Henry (2022)	X		Jon Showalter, parishioner and AFC Chair
Barbara Raney (2020)	X		Liz Pense, Village House, Willow Glen UMC
Bart Coddington, Senior Warden (2021)	X		Rev. Joel Miller, AFC Board Member
Benjamin Davis (2021)	X		Jane Ellis, St. Philip's Office Manager
Cara Lucchesi (2022)		X	Rev. Katherine Doar, St Philip's Scotts Valley
Chris Rowen (2022)	X		Thomasjohn Wells Miller, parishioner
Francis Bayaca (2021)	X		Debbie Bates, Rotating Shelter program manager
Karen Greenleaf (2020)	X		Cameron Jackson, parishioner
Michael Hudson (2021)	X		Andrew Pudan, parishioner
Nancy Shephard (2022)	X		Eileen Fernald, parishioner
Patricia McGowan (2020)	X		Dee Roe, parishioner
Sally Lewis (2020)	X		Charles Greenleaf, parishioner
			Mathew McCabe, Sexton

The order of presentation of the items below does not necessarily reflect the order of discussion of the items at the meeting.

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<sup>1</sup> Term ends in December in the year indicated.

## OPENING

Mother Tracy called the meeting to order at 7:08 p.m. and led the opening prayer.

## PRESENTATION FROM AFC ABOUT THE ROTATING SHELTERS PROGRAM

Mother Tracy began the meeting by introducing the guests present to speak about the Rotating Shelters Program of the Association of Faith Communities of Santa Cruz County, Inc. (“AFC”). Present were John Showalter, Chair; Debbie Bates, Rotating Shelter program manager; and the Rev. Joel Miller, Board Member. Also present were the Rev. Katherine B. Doar, the newly appointed Priest-in-charge, and Jane Ellis, the Office Manager, of St Philip the Apostle Episcopal Church in Scotts Valley, which is one of the AFC member-churches. At Mother Katherine’s invitation, also present was Liz Pense, who manages an overnight program for women at the Village House shelter in San Jose that has been part of a one-month rotation program.

Jon opened by saying that AFC was considering going to a model where a church would host a group of the unhoused for a week or a month at a time. Where it has been tried, this structure has eliminated the need for daily transportation and given participants a place to store their possessions during the day, leading to more successful outcomes. The practice has also shown to be less burdensome on the participating shelters by reducing their hosting obligations to once a year (instead of multiple times a month) and has allowed parishioners to develop more meaningful relationships with program participants.

Liz Pense emphasized the benefits of stability. Liz observed that it is important to restrict the amount of possessions participants may store. Liz also observed that finding a church to host during December is challenging.

In response to a question, Jon said the rotating shelter program would not begin to rotate again until the COVID-19 restrictions have been lifted. Until then, all program participants are being sheltered at one of two locations.

During the question and answer period, priority in speaking was given to members of the Vestry, after which parishioners in attendance had the opportunity to speak.

Discussion focused on:

- Comparing the current AFC program to the Village House program
- Providing meals
- Volunteer recruitment from both the Parish and the surrounding community
- Volunteer participation of former participants who have found housing
- Questions about the Village House day shelter program
- Occasional unavailability during the hosting month
- Cleaning protocols
- Time required to configure and de-configure the space
- Space usage conflicts, e.g., choir rehearsals and altar guild activity
- Number of other churches that would participate (Jon indicated it would probably be seven)
- Additional services the Parish could provide with an extended stay program
- Whether the participants acquire the rights of a tenant

- Accommodation of children
- Status of the safe parking program

At this point, most of the guests left the meeting.

#### PARTICIPATION IN PROPOSED LETTER TO THE COMMUNITY

Reference was made to the proposed letter to the Community discussed by all but one member of the Vestry on June 18, a copy of which is attached as Exhibit A (the “Real Change Letter”). Without discussion, and upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the Parish be named as a “community in agreement” at the bottom of the Real Change Letter.

#### PROPOSED GIFT OF NEW WASHER AND DRYER

Following discussion of the reason for requiring the Vestry to accept gifts to the Parish, and upon motion duly made and seconded, the following resolution was unanimously (with two abstentions) adopted:

RESOLVED, that the offer of Chris Rowen and Anne Baker to give a new washer and drier to the Parish is hereby accepted.

Barb Raney left the meeting at this point.

#### PARISH RE-ENTRY PLAN

Sexton Matt McCabe reviewed the changes to the re-entry plan made since June 18. The Vestry then discussed the Gradual Re-Entry Plan submitted by the Re-Entry Committee, a copy of which is attached as Exhibit B. It was noted that the word “be” should be inserted after the words, “Bathrooms will not.” Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the Gradual Re-entry Plan, as amended, is adopted, subject to the approval of the Bishop.

#### EXECUTIVE SESSION

At this point the meeting moved into executive session and all guests logged off or were logged off the Zoom meeting.

Clerk Nelson Crandall left the meeting before the end of the executive session.

ADJOURNMENT

Mother Tracy led a closing prayer. The meeting was adjourned at approximately 9:00 p.m.

Respectfully submitted,

*Nelson Crandall*

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Nelson Crandall, Clerk of the Vestry

## **EXHIBIT A**

### **This Time, There Must Be Real Change**

At this time of anguish and suffering, the Association of Faith Communities of Santa Cruz joins in solidarity with the millions of Americans who continue to demonstrate their passion and express their commitment for a more just America, an America free from systemic racism, police brutality, rampant poverty, inequity, and resulting homelessness. We reaffirm the common bond we share with all of America's faith traditions that we are all created in the "image of God," brothers and sisters commanded to love one another.

As George Floyd's final words continue to ring in our ears and echo in our consciousness, we must acknowledge that our faith alone will not adequately address the challenges we now face. His final words, "I can't breathe," must not be ignored or forgotten. We must now breathe for him by joining together with Black Americans, communities of color, and all concerned Americans who are now crying out for an end to racial discrimination and police brutality.

We must hear the anguish of the oppressed, acknowledge our own anguish, and urge all, especially the white community to respond with love and action to the pain that our Black brothers and sisters are feeling.

And, in response to our nation's long history of brutality against People of Color, particularly Black men, we join others in urging our local community, our state, and our elected representatives to enact laws, as recently articulated by Police Chief Andy Mills, that ensure proper law enforcement training, appropriate and humane use of force practices, and the effective use of data collection and analysis to help address historic and systemic racial injustice.

As Scripture commands, "justice, justice thou shalt pursue," - a justice long overdue for our Black brothers and sisters.

The Association of Faith Communities, [afcsantacruz.org](http://afcsantacruz.org)  
Supporting Faith Communities (those communities in agreement will be listed)

## EXHIBIT B

# GRADUAL RE-ENTRY PLAN The Episcopal Church of St. John The Baptist



**General Guidelines:** St. John's will continue to offer Sunday Worship and other accessible programs online in real-time.

- ✚ St. John's campus will remain closed to the public and congregation, except for presiders of small outdoor gatherings and those scheduled to attend.
- ✚ We will also maintain across the church and diocese, up to date membership lists of phone numbers and email addresses to enable our church and the diocese to work together in crisis and disaster communication. We will continue to invest in technology that supports our congregation's ministry through video and online giving platforms.

**Small Outdoor Ceremonies & Religious Gatherings:** A 15 person limit will allow for some ministry-related ceremonies and gatherings to take place in-person.

- ✚ One gathering on church grounds may be scheduled per day.
  - Only gathering presiders and staff may enter church buildings.
- ✚ All in-person gathering participants, volunteers, and staff will sign a release of liability form to protect St. Johns from legal issues that may arise in the future.
- ✚ All persons involved in the execution of a service – ushers, readers, acolytes, preachers, presiders, etc. – will be trained on our current protocols prior to services beginning and be kept up to date on changes of these protocols.
- ✚ A checklist will be maintained for each service to ensure all protocols are followed.
- ✚ A reservation system will be set up to insure only the number of people allowed will show up.
  - The total number of people allowed to attend an in-person gathering will be **up to 15** people, until the next phase of reopening.
  - The total number of people allowed to attend a gathering **includes** the presider and all volunteers and assistants.

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- A list of reservations will be made and as people arrive, they will be checked off.
- If someone not on the list comes, they will be asked to wait till after the service starts to see if there might be room for them to enter (up to a 15 person limit).
  - A deadline of 10 minutes after the start of the services will determine when a reservation may be considered forfeit.
  - If no space opens, they will be required to leave.
- ✚ Bathrooms **will not** be available at any gathering. Food, beverages, and other concessions **may not be provided** or sold for consumption at any ceremony or gathering.
- ✚ Symptom screening for when people arrive in order to attend:
  - Temperature check (must be less than 100.4 degrees).
  - Ask if they have been in contact with someone that is infected with COVID in the last 14 days (if yes, may not attend gathering).
- ✚ Face coverings must be worn for gatherings of any size, while maintaining social distancing protocols.
  - If someone shows up without a mask the presider should have one to give to them.
  - If a person refuses to wear a mask they may not be permitted to enter.
- ✚ Hand sanitizing stations will be provided at the entrance and exit of the gathering.
  - Persons are required to use it upon entry.
- ✚ Seating arrangements: Gathering attendees must **bring their own** chairs.
  - Seating areas must be marked where people may sit, allowing for at least six feet of separation between individuals and family groups that live in the same home.
  - Ushers will direct people to the appropriate seating area.
- ✚ During the ceremony and/or gathering:
  - No singing or shouting is allowed due to significantly increased risk of COVID-19 transmission.
  - No touching, hugging, handshaking, or other forms of contact allowed.
  - If healing prayers are offered 6 feet of separation will be observed during the prayers.
- ✚ After the gathering, people will not hangout and/or socialize.
- ✚ If a person that attended a gathering reports they are infected within 14 days of being at the meeting:
  - It is required that the person who attended the service immediately notify the church.
  - Each person who was in attendance at that service will be notified.
- ✚ Be prepared for a roll-back in case of exposure or increased positive community spread.

## **Guidelines For Reopening St. John's Helpful Shop: Building Use ~ Retail space with volunteer salespersons and customers**

- ✚ Volunteers and customers will wear masks and maintain a 6 foot distance.
  - Customers will be limited to two (2) in the shop at one time.
  - They will enter in the front door and exit through the patio.
    - The door and slider will remain open to avoid multiple use of the handles and to maintain an airflow through the shop.
- ✚ Communication:
  - Signs will be posted stating facial masks required, and sanitizing hands upon entering.
  - Enter and exit signs will be posted.
  - Signs asking customers to use Credit Cards for payment will be posted.
- ✚ Health:
  - Volunteers will be advised not to come if displaying any symptoms of Covid.
  - Cleaning guidelines prior to opening and upon closing will be discussed.
  - Wiping down the counter and chip reader and cash drawer.
  - Frequent hand washing will be encouraged. Masks will be made available.
- ✚ Donations will be held for a period of 14 days prior to putting out for sale.

## **Gatherings And Meetings By External Groups Will Not Be Held Until The Next Phase Due To Liability/Safety Issues.**

Respectfully Submitted,

Diane Scofield, Bart Coddington,  
Benjamin Davis, Matt McCabe,  
and Andrew Pudan

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