

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

July 14, 2020

A regular 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 6:30 p.m. on Tuesday, July 14, 2020, pursuant to notice duly given.

ATTENDANCE

Vestry Members ⁽¹⁾	Present	Absent	Others Present
The Rev. Tracy Wells Miller, Rector	X		Nelson Crandall, Treasurer and Clerk of the Vestry
Annie Henry (2022)	X		Dee Roe, parishioner
Barbara Raney (2020)	X		Lisa Freeman, ACYP Director
Bart Coddington, Senior Warden (2021)	X		Bob White, parishioner
Benjamin Davis (2021)	X		
Cara Lucchesi (2022)		X	
Chris Rowen (2022)	X		
Francis Bayaca (2021)	X		
Karen Greenleaf (2020)	X		
Michael Hudson (2021)	X		
Nancy Shephard (2022)	X		
Patricia McGowan (2020)	X		
Sally Lewis (2020)	X		

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

OPENING

Mother Tracy called the meeting to order at 6:44 p.m. and led the opening prayer. For a devotional exercise, the Vestry practiced a lectio divina on Luke 15:11-32.

¹ Term ends in December in the year indicated.

APPROVAL OF THE MINUTES OF THE JUNE VESTRY MEETINGS

Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the minutes of the June 9, June 18, and June 23 meetings of the Vestry are hereby approved as presented.

APPROVAL OF RECTOR POSITION DESCRIPTION

The Rector Position Description attached as Exhibit A was distributed to the Vestry before the meeting. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the Rector Position Description is hereby approved as presented.

APPROVAL OF ACYP POSITION DESCRIPTIONS

The Community Youth Academic Tutor and Community Youth Arts Coordinator position descriptions attached as Exhibits B and C were distributed to the Vestry before the meeting. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the Community Youth Academic Tutor and Community Youth Arts Coordinator position descriptions are hereby approved as presented.

ACCEPTANCE OF ANONYMOUS GIFT

A proposal to approve a gift of a bench from parishioner Anne Sherwood was removed from the agenda when it was remembered that the gift had been approved years earlier. Discussion then turned to a proposed anonymous gift. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the officers of the Parish are authorized to accept a gift of approximately \$500 to supplement the funds promised by Alliee DeArmond for a bench.

REENTRY

Mother Tracy reported that two parishes in the Monterey Deanery (of which the Parish is a member) have not yet submitted re-entry plans to Bishop Lucinda for approval. The reimposition of restrictions on indoor meetings because of inability to satisfy state guidelines throughout much of the Deanery has reduced the perceived urgency of adopting such plans.

DISCUSSION OF ROTATING SHELTER PLAN

There was a group discussion of the possibility that the Association of Faith Communities of Santa Cruz (AFC) will change the structure of the rotating shelter program. Instead of providing shelter for unhoused participants for one night every two weeks, participating churches might provide

shelter for a week or a month at a time. The number of times in a year that a participating church would host would depend on the number of churches that are willing and able to participate.

The change, if made, will not go into effect until after the COVID-19 shelter-in-place restrictions are lifted. In the meantime, unhoused participants in the program are staying full-time in one of two other participating churches.

During the discussion, the following points were made:

- Unlike other churches, the Parish does not have a separate space available for hosting the unhoused.
- Zoom has made it more practical for the Parish to hold meetings and services without using the Parish buildings, but external groups such as Alanon could be impacted.
- Current program participants have learned to clean their living space to the COVID-19 specification.
- Summer month hosting would reduce any possible impact on the Aptos Community Youth Program.

Mother Tracy asked the Internal and External Ministry Support Team members to contact the groups that used our facilities before the shelter-in-place order to request their input on the possibility of changing to a monthly format and to report back to the Vestry at the August meeting.

NEXT STEPS FOR ARCHITECTURAL IMPLICATIONS DOCUMENT

There was a discussion of whether to forward *Architectural Implications of St. John's Mission and Hopes* to the Parish's architects, Form 4 Architecture, Inc., without first circulating the document to the congregation for additional feedback. The following points were made in favor of the suggestion:

- Because gathering in person again seems like a long time in the future, this is an awkward time to be talking to the congregation about new construction.
- We could get feedback from the architects about the usefulness of the document from the architects' perspective.
- The architects might be able to provide a ballpark estimate of the cost of the new construction.
- A better source of a ballpark estimate of the cost of new construction might be the project and cost manager the Parish used 10 years ago, Chris Thompson, then of Nova Partners, now with Cumming Management Group.

No action was taken.

TREASURER'S REPORT

Treasurer Nelson Crandall reported that the pledges the Parish has collected as of the halfway point in the year are about \$30,000 more than half of the annual amount budgeted. Nelson also reported

that the bookkeeper told the finance committee that she did not prepare or circulate a statement of activity because it would have shown a more than half million dollar operating deficit attributable to the drop in valuation of the endowment fund for the Aptos Community Youth Program. Instead the bookkeeper had circulated two reports comparing the Parish's actual expenses to the Parish's budgeted expenses. Nelson said that he believed that the drop in the fund's valuation should not have been reflected as an operating loss. Nelson said he was exploring ways to present the Parish's financial condition more usefully.

EXECUTIVE SESSION

The Vestry then went into executive session, at which point all guests left the Zoom call. Mother Tracy left the meeting during the executive session. One item discussed in executive session was a proposed amendment to the terms of Mother Tracy's employment as set forth in the Letter of Agreement between the Parish and Mother Tracy.

REPORT OUT

The consensus of the Vestry was that the following items should be reported to the Parish on Realm:

- Approval of the minutes of the three June Vestry meeting minutes
- Approval of the Rector Position Description
- Approval of the Aptos Community Youth Tutor Position Description
- Acceptance of the gift
- Discussion of the status of re-entry
- Discussion of possible changes to the structure of the rotating shelter program

EVALUATION

Each participant in the meeting gave a one- or two-word evaluation of the meeting. The words used included busy, very busy, long, productive.

ADJOURNMENT

Senior Warden Bart Coddington led a closing prayer. The meeting was adjourned at 9:25 p.m.

Respectfully submitted,



Nelson Crandall, Clerk of the Vestry

EXHIBIT A

Position Description

Job Title: Rector

Position Reports to: Bishop
Full-time, exempt, year-round

Preface: The Rector in an Episcopal Church occupies a unique position, being at one and the same time an employee, the Chair of the Vestry, a colleague in ministry with all the baptized, and the pastor with responsibility for the spiritual well-being of all the members of the parish. The Rector also shares responsibility with the Bishop for the ministry of the Episcopal Church in the parish. The Rector is expected to spend some portion of her time participating in the life of the diocese. Finally, the Rector is a priest. A priest's primary function is to reveal the presence of God and to remind the community of the priesthood of all believers.

The work of the Rector is governed by the Constitution and Canons of The Episcopal Church, the Constitution and Canons of the Episcopal Diocese of El Camino Real, the By-Laws of the parish, and the laws of the State of California for directors of nonprofit religious corporations. The liturgical statement of a priest's duties is found in the service for the Ordination of a Priest (BCP, 531).

As Rector of the Episcopal Church of St. John the Baptist, the Rev. Tracy J. Wells Miller shall carry out her duties as outlined in this job description. Both the Rector and the Vestry of the Episcopal Church of St. John the Baptist have approved this job description. It will be the basis for future evaluations of the ministry of the rector.

Summary: This position oversees all operations of the parish. The Canons of the Episcopal Church stipulate that the Rector shall have a particular focus on worship, Christian formation, stewardship, and all spiritual matters of the parish. The Rector partners with the Vestry in the oversight of all matters related to the building and grounds and in financial oversight.

Essential Duties and Responsibilities:

- The Rector shall perform all duties as outlined in the Canons of the Episcopal Church, the Canons of the Diocese of El Camino Real, the By-Laws of this parish, and the Rector's Letter of Agreement with this parish. Those sources include details about the Rector's oversight of staff, building and grounds, worship, Christian formation, stewardship, and the parish's governance.
- In addition to the duties laid out in the aforementioned documents, the Rector will do the following:

Governance

- *Vision Leading.* Articulate, preach, teach, interpret, uphold, exemplify, shape, and develop the stated vision of the parish so that the parish's vision becomes THE focal

point for the congregation. When the vision is unclear to the Rector, convene a parish-wide process to define it.

- *Lay Leadership.* Recruit, train, oversee, and manage the lay leadership of the parish. Recommend and enforce guidelines for appropriate behavior for parishioners serving in leadership positions within the parish.
- *Administration Team.* Schedule and preside at regular meetings of the Vestry's administration team.
- *Vestry Meetings.* Prepare for Vestry meetings with the assistance of the Clerk and the Vestry's administration team.
- *Finance.* Work with the Treasurer, bookkeeper, and finance committee in the day-to-day maintenance of the parish's finances, taking all appropriate matters to the Vestry for approval.
- *Staff.* Schedule and preside at regular staff meetings.
- *Education & Training.* Encourage continuing education for staff and training for parish staff and lay leaders; ensure compliance with abuse prevention and other state and diocesan-mandated staff training.

Worship

- *Planning.* Plan worship in accordance with the Book of Common Prayer and supplemental resources authorized for use by the General Convention or the diocesan bishop.
- *Worship Committee.* Consult with a worship committee comprised of parishioners and staff members for input and advice in planning worship.
- *Service Music.* Oversee the selection of hymns, anthems, and other music for worship services.
- *Officiating.* Lead worship on Sunday mornings and Holy Days.
- *Supervision.* Coordinate and supervise the work of all other participants in worship, including readers, Lay Eucharistic Ministers, choirs, and musicians.
- *Preaching.* Prepare sermons each week based on the lectionary readings for the day and connected to current events. Include other voices in the preaching schedule as the annual budget allows.
- *Sacramental Services.* Offer baptism, confirmation, marriage, and burial services as appropriate.
- *Prayerfulness.* Spend regular time in prayer and Bible study.

Christian Formation

- *Oversight.* Oversee and approve all Christian formation programming for children, youth, and adults; appoint and convene a formation committee to assist in this work.
- *Adult Formation.* Appoint and convene a working group of parishioners to plan and lead adult formation opportunities.
- *Children & Youth Formation.* Oversee children and youth formation staff.
- *Parish Membership.* Lead classes to prepare candidates for baptism, confirmation, reaffirmation, and reception.
- *Continuing Education.* Participate regularly in continuing education opportunities for her own growth and development and for the benefit of the parish.

Stewardship

- *Stewardship Committee.* Appoint a Stewardship Committee to lead stewardship ministries in the congregation, encouraging year-round responsible stewardship of financial, temporal, and spiritual resources by both individuals and the parish.
- *Theology of Giving.* Articulate a biblical theology of money; lead from a theological perspective of abundance and generosity.
- *Fundraising.* Challenge the congregation as a whole to give financially to the church, as well as speaking directly with individuals to encourage financial giving.

Pastoral Care

- *Support.* Oversee the care of individuals and families in joy and sorrow. Be present particularly at times of birth, marriage, divorce, death, and other major life transitions.
- *Guidance.* Offer spiritual counsel and guidance for the members of the parish; refer parishioners to professional psychotherapy and other mental health services when necessary.
- *Pastoral Care Committee.* Appoint a committee to help manage the pastoral care of the parish and equip the laity to extend pastoral care to one another.
- *Role Model.* Model good self-care by managing her times of work and rest and giving adequate time and support to her family.
- *Self-Care.* Tend to the quality of her own spiritual life through retreats, days of refreshment, spiritual direction, and other appropriate means.

Parish Life/Fellowship

- *Availability.* Be present at coffee hour most Sundays and attend fellowship events in the parish to give parishioners opportunities to interact with the Rector informally.

Diocesan Participation

- *Committee Work.* Serve on diocesan committees as appointed by the bishop.
- *Deanery.* Attend deanery meetings and the annual diocesan convention.
- *Clergy Networking.* Participate in clergy days and conferences hosted by the diocese.

Community Engagement / Outreach

- *Aptos Community Youth Program (ACYP).* Oversee the ACYP by hiring and supervising a director to lead that ministry.
- *ACYP Participation.* Support the ACYP through participating in the Aptos Community Youth Committee (ACYC), speaking to or leading activities for ACYP participants when invited by the program director, and attending occasional ACYP events.
- *Helpful Shop Management.* Oversee the operation of St. John's Helpful Shop, the parish's thrift store, by hiring and supervising a Helpful Shop Manager to lead that ministry.
- *Helpful Shop Participation.* Support the Helpful Shop by working an occasional shift in the store to interact with the public on behalf of the church and to interact with parishioners and other volunteers working in the shop.

- *Public Events.* Represent St. John's in the community at public events like the annual "World's Shortest Parade" July 4th celebration, Tent of Abraham interfaith dialogue events, and other public forums for the community, whether secular or religious in nature.
- *Welcoming.* Model the hospitality of Christ by welcoming all sorts and conditions of persons into the church.
- *Facilities Use.* Encourage the parish to use the building and grounds to serve the community, particularly those most in need.
- *Community Project Fund.* Oversee the management of the Community Project Fund and the ministries it funds.
- *Publicity.* Work with the PR & Communications Team to increase the visibility of St. John's in the wider Aptos and Santa Cruz County community.

Requirements/Qualifications for the Position:

Knowledge and Skills (*taken from 2016 Parish Profile written for Rector search process*)

- A deep knowledge of Christian tradition and theology
- A flair for music and preaching
- A spirit of patience and understanding
- A commitment to lay leadership development
- Personal engagement with prayer and study
- Experience and dedication to sustained Christian formation for all stages of our spiritual journeys
- An abiding joy for life in Christ Jesus and the world of God

Education and Experience:

- Master of Divinity (M.Div.) degree or its equivalent.
- Ordination as a priest (or transitional deacon on the way to priesthood) in the Episcopal Church or as a pastor in the Evangelical Lutheran Church in America (ELCA).
- Maintain current certification in all Safe Church programs

Physical Demands:

The job demands are consistent with light work, although the employee may be required to lift and carry more than 25 lbs. infrequently. Work involves some bending, stooping, and reaching, in helping with set-up for parish events and worship.

Hours of Work:

See Letter of Agreement for specifics about times of work and leave.

Date Prepared/Updated: June 30, 2020, by the Rev. Tracy Wells Miller and the Vestry Administration Team (Bart Coddington, Benjamin Davis, Nelson Crandall, Patricia McGowan, and Michael Hudson).

EXHIBIT B



Job Title: Community Youth Academic Tutor

Position Description

Position Reports to: Community Youth Program Director

Part-time, non-exempt, at will

Summary:

The mission of the Aptos Community Youth Program is to provide positive, safe, supportive environments for middle and high school students in the Aptos area, places where these youth may grow academically, socially, emotionally and physically.

The Community Youth Tutor assists the Community Youth Program Director with overall supervision of Aptos Community Youth Program activities while also supporting the academic needs of all youth participants.

Essential Duties and Responsibilities:

- Supports Aptos Community Youth Program Director with supervision of all Aptos Community Youth Program activities ensuring safety of youth participants at all times
- Assist youth program participants with distance learning access and use of technology in accessing virtual classroom assignments and activities
- Provide academic support in school subject areas including assistance with both schoolwork, homework assignments, and prep for testing
- Provides guidance and role modeling to youth: educates, encourages, develops self-esteem, and provides positive alternatives to unhealthy behavior.
- Lead Academic Enrichment activities for youth program participants including workshops that build study skills, assist with time management, organization and other academic skill building areas
- Develop teaching and educational materials such as handouts and study materials for youth program participants
- Check-in with all youth program participants on assignments and schoolwork and provide academic coaching and encouragement as needed
- Collaborate with teachers, school counselors, and parents as needed to best support the academic needs of youth program participants
- Assists Community Youth Program Director with the check-in process for youth participating in in-person programming

- Keep academic tutoring areas and supplies clean and safe for use by all youth program participants and assist Community Youth Program Director in keeping all youth program supplies and areas clean and safe for use
- Provides supervision and attends fields trips and off campus activities as required
- Maintain notes on academic student progress and create learning and academic goals with each youth program participant
- Submit in supply request to Community Youth Program Director for needed academic materials, and technology items
- Participate in staff meetings and one on one meetings with Community Youth Program Director
- Assist in other capacities as determined by the Community Youth Program Director
- Related duties as required

Requirements/Qualifications for the Position

Knowledge and Skills:

- Considerable knowledge of the cognitive, physical and emotional development of youth.
- Must possess organization, communication, and problem solving skills
- Ability to demonstrate skills in development of academic activities
- Strong oral and written communication skills
- Fluency or proficiency in Spanish is desirable.

Education and Experience:

- Must have completed at least 2 years of college
- Experience working or volunteering in youth program settings or in a school setting desired

Physical Requirements:

Sight, hearing, sitting, standing, stooping, running, sports-related activities, and infrequent lifting of up to 50 lbs. Must be comfortable functioning under fast-paced and noisy conditions.

Pay:

\$20 per hour, 10-15 hours per week

EXHIBIT C



Job Title: Community Youth Arts Coordinator

Position Description

Position Reports to: Community Youth Program Director
part-time, short hour, non-exempt, at will

Summary:

The mission of the Aptos Community Youth Program is to provide positive, safe, supportive environments for middle and high school students in the Aptos area, places where these youth may grow academically, socially, emotionally and physically.

The Community Youth Arts Coordinator assists the Community Youth Program Director with overall supervision of Aptos Community Youth Program activities while also leading arts enrichment activities for youth program participants

Essential Duties and Responsibilities:

- Supports Aptos Community Youth Program Director with supervision of all Aptos Community Youth Program activities ensuring safety of youth participants at all times
- Leads and designs age appropriate arts enrichment activities for youth program participants both in person and virtually ensuring a positive arts engagement experience for all youth program participants
- Set up and clean up all art spaces and activities before and after use by youth program participants
- Perform demonstrations to youth program participants on art technique and process
- Provide assistance to youth program participants on finishing and generating ideas for art projects
- Keeps arts areas and supplies clean and safe for use at all times and assist Community Youth Program Director in keeping all Aptos Community Youth Program supplies, equipment and areas safe for use
- Assists Community Youth Program Director with the check-in process for youth participating in in-person programming
- Lead, organize, and plan special workshops and arts events and classes for youth program participants
- Build connections between Aptos Community Youth Program and the local arts community to facilitate arts community engagement experiences for youth program participants
- Provides guidance and role modeling to youth: educates, encourages, develops self-esteem, and provides positive alternatives to unhealthy behavior
- Submits supply need requests to Community Youth Program Director for purchase

- Provides supervision and attends fields trips and off campus activities as required
- Participate in staff meetings and one on one meetings with Community Youth Program Director
- Assist in other capacities as determined by the Community Youth Program Director
- Related duties as required

Requirements/Qualifications for the Position

Knowledge and Skills:

- Be well versed in various art forms and have excellent artistic, teaching and organizational skills
- Strong oral and written communication skills

Education and Experience:

- Experience leading arts based programming in youth afterschool programs or in a school setting desired

Physical Requirements:

Sight, hearing, sitting, standing, stooping, running, sports-related activities, and infrequent lifting of up to 50 lbs. Must be comfortable functioning under fast-paced and noisy conditions.

Pay:

\$20 per hour and estimated teaching time 8-10 hours per week