

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

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June 15, 2021

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, June 15, 2021, 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
Alliee DeArmond (2022 <sup>2</sup> )	X		Myra Prestidge, parishioner
Andrew Pudan, Junior Warden (2023)	X		Thomasjohn Wells Miller, parishioner
Bart Coddington, Senior Warden (2021)	X		Mathew McCabe, Sexton
Benjamin Davis (2021)	X		Anne Baker, parishioner
Chris Rowen (2022)	X		
Debra Spencer (2023)	X		
Francis Bayaca (2021)	X		
Joanna Phillips (2022 <sup>2</sup> )	X		
Kathy Butler (2023)	X		
Michael Hudson (2021)	X		
Nancy Shephard (2022)	X		
Win Fernald (2023)	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 6:32 p.m. Andrew Pudan led the opening prayer. For a devotional exercise, the vestry performed a Lectio Divina on 1 Kings 19:1-18.

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

<sup>2</sup> Eligible for election to complete the balance of the term indicated in December 2021.

### APPROVAL OF THE MINUTES OF THE MAY VESTRY MEETING

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

RESOLVED, that the minutes of the May 18, 2021, meeting of the Vestry are hereby approved as presented.

### APPOINTMENT OF CLERK OF THE VESTRY

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

RESOLVED, that effective July 1, 2021, Myra Prestidge is appointed to succeed Nelson Crandall as Clerk of the Vestry to serve until her successor is appointed.

### DISCUSSION OF FUTURE FORMATION EXERCISES

Mother Tracy advised the vestry that she would circulate a sign-up sheet for members to lead the opening and closing prayer and lead a 30-minute formation exercise (which need not necessarily be a Lectio Divina) on a rotating basis at future vestry meetings.

### ST JOHN'S NOTE CARDS

Mother Tracy advised the vestry that she had ordered note cards before she left on vacation.

### TEAM REPORTS

Mother Tracy led a report on the activities of the Administration Team. Debra Spencer led a report on the activities of the Internal Ministries Support Team. Chris Rowen led a report on the activities of the External Ministries Support Team.

### RE-ENTRY STATUS

Mother Tracy reported that the Diocese has updated its safety protocols, which will continue to be more conservative than state law requires. Bishop Lucinda has approved the Parish Re-Entry Plan submitted by the Re-entry Committee, a copy of which is attached as Exhibit A. Socially distanced activities may now be resumed indoors. Masks will continue to be required for all indoor activity.

### PURCHASE OF SECURITY CAMERAS AND SERVICE

Mother Tracy discussed an ongoing problem with teenagers congregating and skateboarding on the Parish campus. Mother Tracy proposed to purchase some motion sensitive cameras that would alert Mother Tracy and Sexton Matt McCabe when there is activity on the campus, giving them the opportunity to minister to the teenagers. Those present discussed their personal experiences with the effectiveness of such cameras. The vestry considered whether it would be necessary to consult with experts concerning the location of the cameras. Sexton Matt McCabe advised that he has relevant experience on that issue. Treasurer Nelson Crandall advised the vestry that the final

budget contemplated a \$706 surplus which, when combined with greater than expected non-pledge donations, creates sufficient room in the budget for the purchase.

Upon motion duly made, seconded, and unanimously carried, the following resolutions were adopted.

RESOLVED, that the officers of the Parish are authorized to purchase Wyse brand camera equipment and related software services for an estimated cost of \$735.

RESOLVED FURTHER, that the following adjustments be made to the annual budget:

<b>QuickBooks Account #</b>	<b>Description</b>	<b>Existing Budget</b>	<b>Current Actual</b>	<b>Revised Budget</b>
40130	Identifiable offerings	\$15,000	\$17,700	\$15,036
51012	Equipment & fixtures	\$0	\$0	\$600
51035	Security services	\$0	\$0	\$135
50390	Fair Share (Work of the Diocese)	42,875	N/A	42,882
	Surplus (deficit)	(\$37,294)	\$21,201	(\$38,000)
	Remaining PPP loan cash	\$706	\$38,000	\$0

DISCUSSION OF CAMPUS DEVELOPMENT PLANS

Chris Rowen gave a presentation based on the slides attached as Exhibit B. Upon motion duly made, seconded, and passed by a vote of 8 yes, 3 no, and 1 abstention, further discussion on the subject was tabled until the next meeting.

TREASURER’S REPORT

Treasurer Nelson Crandall reported on the status of the proposed spending authorizations spreadsheet. Nelson also reported that collections of annual pledges are now ahead of budget.

REPORT OUT

The consensus of the Vestry was that the Clerk should report to the Parish on Realm that the Vestry:

- Appointed Myra Prestidge to succeed Nelson Crandall as Clerk of the Vestry effective July 1

- Decided to purchase security cameras to alert the Rector and the Sexton of ministry opportunities with respect to teenagers congregating on the campus
- Was informed that the Bishop has approved a re-entry plan that will allow small groups to resume indoor meetings (masked and socially distanced)
- Considered how to go about engaging the parish as a whole in plans to complete the development of the campus
- Learned that because of a healthy May, payments on annual pledges are ahead of budget
- Asked parishioners not to stock the new food pantry on the parish campus, as St. John's partners in this ministry have assumed that obligation

### EVALUATION

Each participant in the meeting gave a one- or two-word evaluation of the meeting. The words used included long, progress, informational (ditto), thoughtful, solvent, detail oriented, ministry opportunities.

### ADJOURNMENT

Andrew Pudan led a closing prayer. The meeting was adjourned at 9:29 p.m.

Respectfully submitted,

*Nelson Crandall*

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Nelson Crandall, Clerk of the Vestry

## EXHIBIT A

### Update to St. John's Aptos Re-Entry Plan APPROVED by the Bishop June 15, 2021

#### **General Indoor Protocols:**

Individuals will be expected not to attend any in-person gatherings (indoors or outdoors) if displaying any symptoms of COVID-19 or other colds & viruses.

Hand sanitizer and face masks will be made available in every room of the building.

**Bathrooms:** Individuals will be asked to wipe down surfaces they have touched with a sanitizing wipe after each use.

**Kitchen:** The church kitchen will remain closed for the time being.

#### **Indoor Worship:**

*Diocesan Guidelines: "100% capacity (if social distancing can be maintained), masks required, social distancing, communion in one kind (bread only), the choir may sing without masks at a distance of no less than 12 feet, soft congregational singing allowed behind mask."*

St. John's seating capacity indoors if 6 feet of distance is maintained between each chair is 26 (including altar party)

Until children under 12 can be vaccinated, all children's worship will be held outdoors.

We will open doors and windows to allow for air circulation. We are fortunate in that our building does not have a forced air heating or cooling system, so HVAC concerns (filters, etc.) are not relevant in our context.

Lectors and others with speaking parts in the liturgy may remove their masks while speaking.

We will have the usher walk around with the offering plate but not "pass the plate" from person to person.

We will have a non-contact exchanging of the Peace.

For services that use real bread for communion, the deacon and presider will put on gloves before handling the bread. Eucharistic ministers distributing the bread will wear gloves and not touch the hands of the people as they distribute the bread.

At St. John's, we form a circle around the room to receive communion, and individuals will be asked to maintain social distancing between households while in the communion circle.

Attendance records will be kept for contact tracing purposes and individuals will be encouraged to notify the church if they or anyone they have been in contact with has developed COVID-like symptoms within 14 days of attending any church event.

**Small, indoor meetings:**

For now, one small group will be allowed to meet per day in each room of the building. Meetings must be pre-scheduled with the sexton. Masks must be worn by everyone in the group (regardless of vaccination status) while inside the building.

Respectfully submitted by St. John's Parish Re-Entry Team.

Members of the team who worked on this report were: The Rev. Tracy Wells Miller, Bart Coddington, Andrew Pudan, and Benjamin Davis. Input also given by the Worship Committee.

**EXHIBIT B**

# Campus development thoughts

Chris Rowen

for St. John's vestry, June 15, 2021

## Review: Why Build?

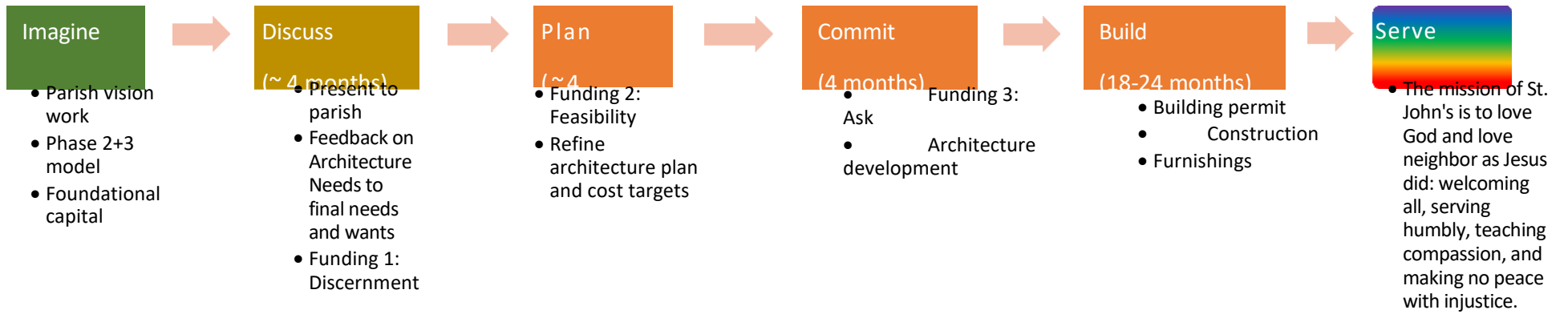
- A durable commitment as flexible center for parish and community life
- A sanctuary space large enough for large holiday and memorial services, musical events and community meetings.
- Improved form to see and hear one another in the parish circle
- Reclaiming a dedicated parish hall for social events large and small
- Offices and classrooms for
  - Youth and adult education
  - Parish and community small groups
  - Hosting programs of special interest in outreach and community development
  - Retire the office trailer (non-permitted use)
- An investment in the long-term life of the parish



# Recent history

- Zoning permit for phases 1,2,3 in 2006 – based on original Warren Calister concept architecture
- Form 4/Paul Ferro implements detailed architecture 2006-2009
- Completed phase 1 building – first service: June 21, 2009
- Parish-wide “Vision 2025” process: Sept 2018-May 2019
- Architecture Committee – Implications of St. John’s Vision: June 2019- May 2020. Presented to vestry June 2020
- Form 4/Paul Ferro creates visualization of Calister phase 2+3, presented April 2021
- Ferro’s initial guestimate of costs: \$5-6M. We should plan on at least \$6-7M
- Identified campus building funds from bequests and committed capital donations: \$4.8+M
- Note: Parallel discussion of columbarium project – first phase probably in range of \$500K, covered by niche fees over time

# A suggested process



# Fund-raising

- Potential benefit to engage Episcopal fund-raising consultant
- Episcopal Church Fund (ECF) used to run a practice, but now provides general guidance and relies on network of independent consultants –  
CORE is group of three former ECF fund-raising experts
- Had a preliminary “get-to-know-you” discussion with one – Linda Buskirk
- Consultant does NOT raise money for us – she helps train us and support us in our mutual conversation about sacrificial giving.
- Potential benefits to all other dimensions of stewardship.