

**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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August 18, 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, August 18, 2020, 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		Bill Kell
Barbara Raney (2020)	X		Charles Greenleaf
Bart Coddington, Senior Warden (2021)	X		
Benjamin Davis, Junior Warden (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 6:31 p.m. and led the opening prayer. Mother Tracy announced that she would attempt to conduct the meeting in accordance with the Kaleidoscope Institute’s Respectful Communication Guidelines, which are as follows:

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

R = take RESPONSIBILITY for what you say and feel without blaming others  
E = use EMPATHETIC listening  
S = be SENSITIVE to differences in communication styles  
P = PONDER what you hear and feel before you speak  
E = EXAMINE your own assumptions and perceptions  
C = keep CONFIDENTIALITY  
T = TRUST ambiguity because we are not here to debate who is right or wrong

For a devotional exercise, the Vestry practiced a *Lectio Divina* on Mark 6:6b-13 (Jesus Sends Out the Twelve).

#### APPROVAL OF THE MINUTES OF THE JULY VESTRY MEETING

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

RESOLVED, that the minutes of the July 14, 2020 meeting of the Vestry are hereby approved as presented.

#### HELPFUL SHOP MANAGER POSITION DESCRIPTION

A revised position description for the Helpful Shop Manager, a copy of which is attached as Exhibit A, was circulated before the meeting. The primary change was to reflect that the position is no longer described as “interim.” Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the Helpful Shop Manager Position Description is hereby approved as presented.

#### ACCEPTANCE OF GIFTS

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

RESOLVED, that the Vestry gratefully accepts the offer of Ric Strauss of Earthworks to restripe the Parish parking areas for free and with appreciation declines Mr. Strauss’s offer to slurry seal the parking areas.

RESOLVED FURTHER, that the Vestry gratefully accepts the offer of Michael Daugherty to donate his labor to stain the wooden deck behind the Parish Hall.

RESOLVED FURTHER, that the Clerk is requested to send thank you notes to Mr. Strauss and Mr. Daugherty acknowledging their gifts.

### DISPOSAL OF PICNIC TABLES

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

RESOLVED, that Junior Warden Benjamin Davis is authorized to arrange for the disposal of two redwood picnic tables that are damaged beyond repair.

### KALEIDOSCOPE ONLINE SUMMER INSTITUTE 2020

Mother Tracy summarized the numbers of sessions different parishioners attended. Vestry members present who attended some of the sessions exchanged their impressions.

### ROTATING SHELTER PROGRAM

Mother Tracy led a discussion of the possible impact of changing the structure of the AFC (Association of Faith Communities of Santa Cruz) Rotating Shelter Program from single nights to week- or month-long sessions would have on the various ministries of the Parish. Chris Rowan reported that the Internal Ministry Support Team has identified the internal ministries from whom team members need to solicit feedback. Mother Tracy said she would obtain the feedback of the Worship Committee and Altar Guild. Barbara Raney indicated that the External Ministry Support Team does not foresee any conflicts with the outside groups that use the Parish campus during daylight hours.

### NOMINATING COMMITTEE

After discussion, and upon motion duly made, seconded, and unanimously carried, the following resolutions were adopted:

RESOLVED, that Karen Greenleaf, Sally Lewis, Barb Raney, and Patricia McGowan are appointed as the nominating committee charged with identifying and qualifying parishioners to stand for election to three-year Vestry terms at Part 1 of the Annual Meeting in December.

RESOLVED FURTHER, that the committee is authorized to designate a chair from among its members, and that the duties of the chair may rotate among the members as they deem appropriate.

RESOLVED FURTHER, that the committee is authorized to appoint up to two additional committee members from among the parishioners who are not serving on the Vestry at this time.

### ARCHITECTURAL IMPLICATIONS

After discussion, and upon motion duly made, seconded, and carried by a vote of eight in favor and two abstentions, the following resolution was adopted:

RESOLVED, that Chris Rowen, in consultation with Jon Showalter and Anne Baker, are authorized to solicit the feedback of Form4 Architecture with respect to

the *Architectural Implications of St. John's Mission and Hopes* and to invite Form4 to give that feedback to the Vestry via Zoom meeting if appropriate.

### TREASURER'S REPORT

Treasurer Nelson Crandall reported that collections from annual pledges were over budget and that functional expenses were under budget, so that the Parish had a budget surplus as of July 31, 2020.

### EXECUTIVE SESSION

Mother Tracy left and the meeting went into executive session to consider draft revisions to the Rector's Letter of Agreement. Senior Warden Bart Coddington chaired the meeting in Mother Tracy's absence.

### REPORT OUT

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

- Appointment of the Nominating Committee
- The decision to forward the *Architectural Implications of St. John's Mission and Hopes* to Form4 Architects
- The Parish was ahead of budget on July 31, 2020

### EVALUATION

Each participant in the meeting gave a one- or two-word evaluation of the meeting. The words used included thoughtful and meandering.

### ADJOURNMENT

Bart led a closing prayer. The meeting was adjourned at 9:08 p.m.

Respectfully submitted,



Nelson Crandall, Clerk of the Vestry

## **EXHIBIT A**

### Position Description

#### **Job Title: Helpful Shop Manager**

Position Reports to: Rector  
Short hour, exempt, year-round

**Summary:** This position manages St. John's Helpful Shop, the parish's non-profit, volunteer-staffed thrift store, under the direction of the Rector.

#### **Essential Duties and Responsibilities:**

##### **Operations**

- Establish and enforce procedures for opening, closing, receiving, sorting, pricing and displaying donated items.
- Maintain good records of shop expenditures and turn them in weekly to church bookkeeper.
- Maintain records of daily proceeds and expenses and expenses. Monitor spending compared to budget regularly.
- Show flexibility in balancing physical demands, social interaction, volunteer assignments, finances and housekeeping duties.
- Attend weekly staff meetings with the rest of St. John's staff.
- Oversee the annual process of selecting grant recipients for the shop's proceeds.
- Coordinate the annual Helpful Shop Grants Luncheon for distribution of grants.

##### **Volunteer Management**

- Recruit, train, supervise and schedule volunteers.
- Do not work a regular shift in the shop, but be available to fill in for volunteers unable to work their shifts on an as-needed basis.
- Assign and delegate duties to ensure efficient operation of the shop, including volunteer logs and schedules.
- Arrange for someone to do seasonal window and shop decorations.
- Interact easily and effectively with volunteers and customers.
- Visit all shifts monthly to find and spread best practices.
- Hold periodic volunteer meetings for training and discussion, with an open agenda to invite thoughts. Distribute pertinent outcomes of these meetings in writing to the volunteers promptly after the meeting.
- Work with volunteers in a positive and cooperative manner to solve problems.

##### **Facilities**

- Oversee the premises, arrange for cleaning and maintenance, and order office and janitorial supplies.
- Coordinate maintenance and remodeling projects as needed.
- Ensure safety of facilities; incorporate practices to prevent injuries to volunteers, the public and self.

## **Communications**

- Write a monthly report to the Vestry and parish on the shop's operations.
- Write a report for the Annual Parish Meeting on the shop's operations.
- Represent St. John's Helpful Shop in the community, particularly at business networking events and organizations
- Work with the parish's PR & Communications Team to help increase visibility of the shop in the community and increase customer traffic and revenue.

## **Requirements/Qualifications for the Position:**

### **Knowledge & Skills**

- Ability to read, write and converse well in English.
- Good math skills and ability to understand budgets.
- Knowledge of business and marketing basics.
- Ability to delegate well to others.
- Good communication skills; personable and positive in person and in all written communication.
- Knowledge of Square point of sale software (or ability to learn); must train volunteers in use of electronic cashier app.

### **Education & Experience**

- High School Diploma or equivalent (GED)
- Valid CA Driver's License
- Experience in working in a retail environment handling merchandise and meeting the public desired but not required.
- Experience working with volunteers desired but not required.
- Experience in marketing desired but not required.

### **Physical Demands**

Work involves standing and some bending, stooping, reaching, in arranging items in the shop, accepting and sorting donations, and delivering excess donations to Goodwill or other appropriate locations. May be required to lift up to 25 lbs., although physical lifting may be delegated to a volunteer.

### **Times of Work & Leave**

The Helpful Shop manager will work 16 hours per week. The manager is expected to be on call for support of volunteers in the shop during the hours the shop is open to the public. Vacation time (unpaid) must be scheduled in advance with the Rector. This position does not qualify for medical or retirement benefits.