

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

October 13, 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, October 13, 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		Matt McCabe, Sexton
Barbara Raney (2020)	X		Lisa Freeman, ACYP Director
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 6:33 p.m. For a devotional exercise, the members of the Vestry discussed their respective personal struggles and unexpected blessings during the pandemic.

¹ Term ends in December in the year indicated.

RESIGNATION OF CARA LUCCHESI

Mother Tracy reported that Cara Lucchesi had resigned from the Vestry due to demands of with her work and her son's need for help with remote learning.

APPROVAL OF THE MINUTES OF THE SEPTEMBER VESTRY MEETING

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

RESOLVED, that the minutes of the September 8, 2020 meeting of the Vestry are hereby approved as presented.

APPROVAL OF BENCH PURCHASES

Before the meeting, Junior Warden Benjamin Davis emailed the messages attached as Exhibit A showing images and cost information of the benches and that the Architecture & Space Use Committee approved. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the officers of the Parish are authorized to purchase the benches as proposed, and to charge the cost of the benches to the building fund.

APPROVAL OF ACYP POSITION DESCRIPTION

The Community Youth Program Assistant position descriptions attached as Exhibits B was emailed to the Vestry before the meeting. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the Community Youth Program Assistant position description is hereby approved as presented.

APPROVAL OF FOOD PANTRY APPEARANCE

Mother Tracy reported that the Outreach Committee had approved the idea of allowing MarieLouise Minvielle, on behalf of the Live Like Coco foundation being formed to honor Aptos resident Ziva Mitnick, to purchase an unfinished food pantry for placement on the Parish campus. Youth participants in the Aptos Community Youth Program would decorate the box with a design of their own choosing.

The topic prompted discussion of possible locations for the pantry, which included in the parking lot immediately opposite the skateboard park; near the kitchen; and near the space designed to accommodate a bus stop. Each location was evaluated in terms of its visibility, security, and convenience. Discussion also touched on issues of maintenance and stocking.

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

RESOLVED, that this Vestry approves the plan to allow youth participants in the Aptos Community Youth Program to decorate the proposed food pantry box with a design of their own choosing.

RESOLVED FURTHER, that other details of the proposed food pantry box shall remain subject to further Vestry approval.

NOMINATING COMMITTEE REPORT

Patricia McGowan reported on progress of the nominating committee in identifying and recruiting candidates for the open Vestry positions.

AFC (ASSOCIATION OF FAITH COMMUNITIES OF SANTA CRUZ) ROTATING SHELTER PROGRAM

It was reported that Bill Kell, on behalf of the Monday night contemplative prayer group, had responded to inquiries from the External Ministries Support Team. Bill has advised that ministry was willing to be flexible in its meeting location requirements as an accommodation to a new rotating shelter program that would involve week- or month-long sessions. Upon motion duly made, seconded, and carried by a vote of 9 to 1 with 1 abstention, the following resolution was adopted:

RESOLVED, that the officers of the Parish are authorized to inform AFC that the Parish is willing, in principle, to participate in a rotating shelter program that would involve week- or month-long commitments instead of the pre-COVID-19 shelter-in-place single night arrangements.

ARCHITECTURAL IMPLICATIONS

Mother Tracy observed that in August, the Vestry authorized Chris Rowen, in consultation with Jon Showalter and Anne Baker, 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. Chris reported that he now believed that it would be premature to solicit Form4 Architecture feedback without further in-depth discussion by the Vestry. There was a consensus that a special meeting of the Vestry should be convened after the installation of the new Vestry in January 2021 to address the space needs of the Parish in greater detail.

DISCUSSION OF BUDGET PRIORITIES

Mother Tracy led a discussion of competing budget priorities that was intended to inform the Vestry as it considers the 2021 budget. The following points were made:

- **Music.** The Vestry could authorize funds to purchase equipment that would allow the Director of Music Ministries to a better job of blending disparately recorded vocals for presentation at online services. Several members voiced agreement with the idea of providing additional support for music.

- **Staff Compensation.** The idea was voiced that restricting part-time employees to 19 hours a week to avoid having to pay benefits, including a 9% pension, paid vacation, life insurance, and possibly medical insurance, was inconsistent with the Parish's commitment to social justice.
- **Outreach.** The idea was voiced that it is more important to restore the Parish's historic commitment to outreach, and especially its support of COPA (Communities Organized for Relational Power in Action), than to increase staff salaries.
- **Stewardship.** The idea was voiced that the 2020 budget for stewardship was inadequate and that additional allocations for training and communications to Parishioners is necessary to ensure the long-term success of the Parish.
- **Helpful Shop.** It was observed that because of the months-long closure of the Helpful Shop, continuing expenses for rent, utilities, and wages had become a significant drain on, instead of a contribution to, the Parish finances.

After further discussion, and upon motion duly made, seconded and carried by a vote of 7 to 3, the following resolution was adopted:

RESOLVED, that Mother Tracy is authorized, in her judgment, to permit the Helpful Shop to reopen immediately on a limited basis provided it is staffed only by the manager.

RESOLVED FURTHER, that Mother Tracy is authorized, in her judgment, to allow the Helpful Shop to operate under less onerous restrictions once Santa Cruz County achieves Tier 3 Moderate (Orange) status under California's Blueprint for a Safer Economy.

REPORT OUT

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

- benches
- food pantry
- rotating shelter
- job description for youth program
- soliciting input on budget priorities

EVALUATION

Each participant in the meeting gave a one- or two-word evaluation of the meeting. The words used included too long; vigorous; thoughtful; long; productive; thorough; good discussion; honored each other; cohesive team; difficult technical issues.

ADJOURNMENT

Mother Tracy led a closing prayer. The meeting was adjourned at 9:26 p.m.

Respectfully submitted,

Nelson Crandall

Nelson Crandall, Clerk of the Vestry

EXHIBIT A

EMAIL REGARDING BENCHES

From: National Outdoor Furniture, Inc. <nofinc@optonline.net>
Sent: Tuesday, August 18, 2020 8:27 AM
To: melvinjohn@hotmail.com <melvinjohn@hotmail.com>
Subject: National Outdoor Furniture order (#2385530)



Quote Date: 2020-08-18T15:27:23
Quote Number: 2385530

John Melvin,

Thank you for submitting your quote request to National Outdoor Furniture. A quote will be emailed to you with shipping charges, spec sheets and lead time to ship. If you have any questions, please contact us at #888-663-4621 or email us at: nofinc@optonline.net. Please contact us if you do not receive your formal quote the next business day and check your spam or junk folder if it is not in your Inbox.

Quote Details

Your quote number is: 2385530



**4', 5', 6' and 8'
Heritage Recycled
Plastic Bench -
Portable/Surface
Mount - Quick Ship**

SKU: JP PB4HER
Quantity: 1
Final Price: \$670.00

Options:
*JP PB4HERBAC
Heritage Bench Sizes: JP
PB6HER, 6 Ft. Bench/2
Bases, 140 Lbs.
SKU: JP PB6HER
Price: 670.00

JP 08 Powder Coated
Frame Color
Frame Colors: Black
Price: 0.00

JP 24 Colors Brn,
Cedar, Gray, Grn
w/Blk/Grn Base
Slat Color Options: Cedar
with Black Base
Price: 0.00

Totals:

Subtotal: \$670.00
Shipping Cost: To Be Calculated
Sub Total: \$670.00

From: benjamindavis1840@sbcglobal.net
Sent: Saturday, October 10, 2020 9:24 AM
To: 'St. John's Vestry'
Subject: [Vestry] FW: [ASUC] Benches

Hello Vestry,

This is the bench approved by the space use committee. It will be up for approval on the consent agenda for next meeting.

Benjamin

From: Anne Sherwood <anneshewood2@gmail.com>
Sent: Friday, October 9, 2020 9:44 AM
To: Benjamin Davis <benjamindavis1840@sbcglobal.net>
Cc: Mother Tracy Wells Miller <mtrtracy@gmail.com>; bart.coddington44@gmail.com
Subject: Fwd: [ASUC] Benches

Dear Ben,

Here's another forward of the bench... It is \$871... no shipping costs. I can look up the supplier details when we are ready to order. Please save this photo to forward to the Vestry, etc. or any others who may be interested.

Thanks,
Anne

Date: September 11, 2020 at 8:45:40 PM PDT
To: bart.coddington44@gmail.com
Cc: Anne Sherwood <anneshewood2@gmail.com>, space@st-john-aptos.org



EXHIBIT B

ACYP STAFF POSITION DESCRIPTION

From: Lisa Freeman <community-youth@st-john-aptos.org>
Sent: Tuesday, October 6, 2020 6:06 PM
To: Vestry
Cc: personnel@st-john-aptos.org; Tracy Wells Miller
Subject: [Vestry] ACYP Job Description
Attachments: ACYP Program Assistant Job Description 2020 (2).docx

Dear Vestry Members,

I hope all of you are doing well having a nice Fall season thus far!

Attached you will find a job description for the Aptos Community Youth Program "Community Youth Program Assistant" job description. The position was approved by the Personnel Committee.

You may recall approving two ACYP job descriptions over the summer when ACYP was attempting to become a child care provider for essential workers under public health guidelines for the 2020-2021 school year. After much consultation with local health officials, I realized it was going to be very difficult for our program to comply with these guidelines given we were not technically a childcare provider before COVID-19.

However, as of the end of August "youth groups" and "afterschool programs" are now officially listed under the state guidelines which has provided a window for us to provide some more in-person activities for students. We do, however, need to be in compliance with a "2:14 pod structure." Meaning it the same two adults supervising programs and the same 14 youth for all the activities we do in person. This employee will allow us to formally solidify our in-person pod.

This will be on the consent agenda for the next Vestry meeting so please let me know if you have any questions or concerns before then!

With peace,
Lisa

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Lisa Freeman
Community Youth Program Director
Aptos Community Youth Program
The Episcopal Church of St. John the Baptist
831-854-7265 | community-youth@st-john-aptos.org



Job Title: Community Youth Program Assistant

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 Program Assistant assists the Community Youth Program Director with overall supervision of Aptos Community Youth Program activities while also supporting the social and emotional needs of youth and assisting students in their desire to create change in our community.

Essential Duties and Responsibilities:

- Assist Aptos Community Youth Program Director with supervision of all Aptos Community Youth Program activities ensuring safety of youth participants at all times and ensuring all program policies and procedures are being followed
- Attend, support, and help make Aptos Community Youth Program service opportunities happening in our community positive experiences for youth participants
- Build positive relationships with youth to nurture strengths and promote social emotional growth
- Support youth in their development as community leaders by prioritizing their voice and perspective in decision making processes and creating opportunities for their voices to be heard
- Support the Community Youth Program Director in organizing and executing program activities, special events, trips, and experiences for youth
- Build and maintain positive relationships with parents, teachers, local schools, non-profits, faith communities, and community partners to carry out the programs mission
- Promote the Aptos Community Youth Program in the community and help build support for the program across Santa Cruz County
- Lead activities for students as needed and assist activity leaders, guest speakers, and the Community Youth Program Director with leading activities

- Assist with program set-up and clean up for in person programming and assists with checking in all youth program participants and ensuring health and safety policies are being followed
- Support youth academically by providing support with studying and homework as needed and overall developing a positive relationship with school
- Develop collaborative and positive relationships with Aptos Community Youth Program volunteers and help recruit volunteers for the program
- Attend a weekly staff meeting with the Community Youth Program Director
- Related duties as required

Requirements/Qualifications for the Position

Knowledge and Skills:

- Some knowledge of the cognitive, physical and emotional development of youth.
- Ability to demonstrate skills in leading program activities and engaging youth
- Some knowledge of social justice and community issues impacting youth
- 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 in a field related to youth or education or have 2 years of professional experience working with youth
- Good experience working or volunteering with youth ages 11-18 in program settings or in a school setting desired
- Some experience working with LGBTQIA+ youth and youth from diverse backgrounds a plus

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 (minimum)-15 (maximum) hours per week when school is in session with work spread throughout the week with hours concentrated between 12:00-5:00 p.m. on weekdays with some evening and weekend work required.