

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

April 20, 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, April 20, 2021, 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
Alliee DeArmond (2022 ²)	X		Deacon Joan Anderson
Andrew Pudan, Junior Warden (2023)	X		Anne Baker, parishioner
Bart Coddington, Senior Warden (2021)	X		John Showalter, parishioner; AFC Chair
Benjamin Davis (2021)	X		
Chris Rowen (2022)	X		
Debra Spencer (2023)	X		
Francis Bayaca (2021)	X		
Joanna Phillips (2022 ²)	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 6:30 p.m. and led the opening prayer. For a devotional exercise, the vestry performed a Lectio Divina on Philippians 4:4-8.

¹ Term ends in December in the year indicated.

² Eligible for election to complete the balance of the term indicated in December 2021.

APPROVAL OF THE MINUTES OF THE MARCH VESTRY MEETING

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

RESOLVED, that the minutes of the March 16, 2021 meeting of the Vestry are hereby approved as presented.

GENERAL FUND BEQUEST INTERPRETATION

Before the meeting, Mother Tracy circulated the proposed interpretation of the Schlegel Bequest to the general fund attached as Exhibit A. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the bequest by the Rev. Stu Schlegel to the “general fund” is not deemed to be an “undesignated” bequest.

INTERNAL MINISTRY SUPPORT TEAM

Before the meeting, Mother Tracy circulated the proposed new charge for the Internal Ministry Support Team attached as Exhibit B. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the proposed charge for the Internal Ministry Support Team is approved as presented.

CAMPUS CODE OF CONDUCT SIGN

Before the meeting, Mother Tracy circulated drafts of the front and back of proposed campus code of conduct signs approved by the Administration Team. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the staff is authorized to post code of conduct signs on the campus in substantially the form presented.

LADDER DAY SAINTS AD HOC COMMITTEE

Anne Baker reported that the Architecture & Space Use Committee fears that the parish has misplaced its records of the contributions of those who paid for columbarium niches. Anne expressed the opinion that the information might be found in records stored in the parish hall attic spaces. It was suggested that the records might also be found in the old QuickBooks computer. It was noted that it would be helpful to have a catalogue of what records were in the attic. It was also suggested that the records could be scanned or photographed with cell phones so that they could be uploaded to a shared drive (such as Dropbox) and made available digitally.

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

RESOLVED, that an ad hoc committee open to all whom wish to participate, to be known as the “Ladder Day Saints,” be formed to search, catalogue, and/or scan the documents in the parish attic spaces and on the Parish desktop computer, for the primary objective of confirming which parishioners have reserved columbarium spaces and for such related purposes as the committee deems appropriate.

Anne Baker, Nelson Crandall, Benjamin Davis, Win Fernald, Michael Hudson, Andrew Pudan, Jon Showalter, and Debra Spencer volunteered to serve on the committee. Nelson Crandall agreed to send an email to the persons who volunteered so that the committee could organize itself.

ROTATING SHELTER

Parishioner Jon Showalter explained that two local churches have provided shelter for AFC (Association of Faith Communities) during the COVID-19 lockdown while their facilities were unavailable for worship. Now that the end of the lockdown is in sight, they would like the use of their facilities back. AFC is asking the Parish to provide shelter for the AFC rotating shelter program for the month of July 2021. The County will take responsibility for feeding the guests. Jon estimated that about a quarter of the guests would remain on the campus during the daylight of any given day. The consensus of the vestry was that the Parish will still be worshipping virtually and outdoors in June. Jon noted that all but three of the guests and AFC staff have been vaccinated and there have been no instances of COVID-19 among the guests and staff.

Upon motion duly made, seconded, and carried by vote of 10-1, the following resolution was adopted:

RESOLVED, that the staff is authorized to arrange for the Parish to host the AFC Rotating Shelter program for the month of June 2021.

RESOLVED FURTHER, that the guests are specifically authorized to use the sanctuary and café portions of the parish hall and the outside areas but not the library or the youth center, with areas not mentioned to be reserved or made available in the judgment of the senior staff.

AUTHORIZATIONS SPREADSHEET

Treasurer Nelson Crandall shared, but did not distribute, a draft of a table of the persons authorized to spend Parish funds, the limits on their authorizations, and the persons qualified to authorize expenditures above the preset levels. Nelson indicated that he would distribute a draft and request feedback, with possible approval at the May vestry meeting.

NEW CLERK

The vestry shared ideas for recruiting a new Clerk of the Vestry.

RECTOR VACATION

Mother Tracy spoke about her vacation plans and about who would be responsible for what during her absence.

VIRTUAL TOUR OF PHASES TWO AND THREE

Anne Baker demonstrated the current draft of the virtual tour of the completed phases two and three of the parish campus. Anne pointed out portions of the rendering that needed to be changed.

CONVERSATIONS PROJECT

Allie DeArmond commented briefly on the findings of the Conversations project she circulated before the meeting. (The Conversations project is an undertaking by the various small groups in the Parish to discuss things missed, things discovered, valued, or for which people are grateful, and future practices and possibilities.)

TREASURER'S REPORT

Nelson reported that Annual pledge payments for the first quarter of 2021 were substantially under budget. The shortfall was partially offset by contributions classified as late payments on 2020 pledges and non-pledge contributions. Nelson said he would mention the shortfall in his report to the Parish. The Stewardship Committee has also been made aware of the shortfall and may follow up with some gentle reminders.

REPORT OUT

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

At the April 20 regular meeting, the vestry:

- Accepted a request for the parish to host the Associated Faith Communities shelter program during the month of June
- Adopted a Code of Conduct to be posted on the campus
- Appointed an ad hoc committee of "Ladder Day Saints" to catalogue (and if feasible, scan) documents stored in the parish hall attic spaces (additional volunteers welcome; contact Andrew Pudan)
- Viewed drafts of a three-dimensional rendering of the interiors of Phases 2 & 3 of the campus construction
- Brainstormed possible successors to Nelson Crandall as Clerk of the Vestry
- Noted the findings of the ongoing Conversations project

EVALUATION

Each participant in the meeting gave a one- or two-word evaluation of the meeting. The words used included timely, invigorating, respectful, effective, joyful, connected, focused, mostly ups, hopeful.

ADJOURNMENT

Mother Tracy led a closing prayer. The meeting was adjourned at 8:59 p.m.

Respectfully submitted,

Nelson Crandall

Nelson Crandall, Clerk of the Vestry

EXHIBIT A

From: Nelson Crandall
Sent: Tuesday, April 13, 2021 1:33 PM
To: Vestry@st-john-aptos.org
Subject: Schlegel bequest interpretation
Attachments: Capital Fund and Community Project Fund Policy.pdf

Dear Fellow Parishioners,

Approval of the interpretation of the Schlegel bequest that was emailed to the vestry on March 15 will be on the consent agenda for next week's vestry meeting. I have received no feedback on the proposed interpretation to date. The text of my March 15 email follows.

I am writing to advise you that at its meeting today, the Finance Committee concluded that the recent \$55,000 bequest by the Rev. Stu Schlegel to the parish "general fund" is not an "undesignated bequest" within the meaning of existing vestry policy. Consequently, existing policy does not require 10% of the bequest to be allocated to the Community Project Fund. This is to request that the vestry concur in this interpretation.

Origin of the Current Undesignated Bequest Policy. About a year ago the Parish received a bequest of around \$1 million. No specific use of the bequest was designated. Some parishioners insisted that the Parish had an unwritten policy that all undesignated bequests would be allocated to the building fund, and that parishioners wrote their wills in reliance on this policy. After investigation by Jon Showalter, no evidence of a written policy to that effect was found. (There is a written policy of the Endowment Committee, approved by the Vestry, to the effect that the Vestry retained the discretion to use undesignated bequests as it saw fit.) At the same time, the Outreach Committee proposed that 10% of that bequest, and all subsequent undesignated bequests, be designated for outreach.

Current Undesignated Bequest Policy. In April 2020, the Vestry adopted the attached policy with respect to undesignated bequests, which can be summarized as follows:

A tithe (10%) of all future undesignated bequests to the Parish is designated for outreach ministry to be determined by the congregation as a whole and in which the congregation is involved. [The fund for the tithe is designated the Community Project Fund.] After allocations to the Community Project Fund, the remaining portion of any undesignated bequests shall be allocated to the Capital Fund. [The Capital Fund is what we used to call the Building Fund.]

Interpretation of the Schlegel Bequest to the General Fund. The Parish recently received a bequest from Stu Schlegel with four designations: Building Fund (\$27.5K), Rector's Discretionary Fund (\$11K), Eliza Linley's Discretionary Fund (\$11K), and General Fund (\$55K). The question has risen whether the bequest to the General Fund constitutes an undesignated bequest. The Parish does not have a General Fund that is designated as such. Colloquially, we refer to moneys not otherwise designated to a specific fund as part of the operating fund. If a bequest to the general fund is deemed undesignated, then \$5.5K should be added to the Community Project Fund.

Interpretation. As Stu Schlegel designated a portion of his total bequest to the Building Fund, his bequest to the General Fund was not undesignated with respect to the Capital Fund. It therefore should not be deemed undesignated with respect to the Community Project Fund.

Faithfully,

Nelson

Nelson Crandall
Episcopal Church of St. John the Baptist, Aptos, California
Treasurer
Clerk of the Vestry
650-799-6477

Consider everyone as equal, and don't think that you're better than anyone else.... show respect for what everyone else believes is good. – Romans 12:16-17.

CAPITAL FUND AND COMMUNITY PROJECT FUND POLICY

1. **Establishment of Capital Fund and Community Project Fund Accounts.** The Treasurer is authorized to instruct the bookkeeper to create QuickBooks accounts designated as Capital Fund and Community Project Fund.
2. **Initial Community Project Fund.** The initial amount of the Community Project Fund account is \$104,542.
3. **Uses of the Capital Fund.** The permissible uses of the Capital Fund are to:
 - a. complete the construction of the Parish campus (other than a columbarium, which is to be funded separately);
 - b. acquire a rectory or establish an endowment or similar fund for rector housing;
 - c. acquire furniture, fixtures, or equipment with an expected useful life of at least seven years; and
 - d. maintain capital assets to the extent maintenance reserves are not sufficient.
4. **Disposition of Undesignated Bequests.**
 - a. **Community Project Fund (CPF).** A tithe (10%) of all future undesignated bequests to the Parish is designated for outreach ministry to be determined by the congregation as a whole and in which the congregation is involved.^{3*}
 - b. **CPF Project Selection.** The External Ministry Support Team is charged with preparing, and submitting for Vestry approval, a CPF Project Selection process that includes:
 - i. selection criteria;
 - ii. vestry approval for submission to the congregation;
 - iii. procedure for obtaining congregation approval; and
 - iv. other relevant matters
 - c. **Capital Fund.** After allocations to the Community Project Fund, the remaining portion of any undesignated bequests shall be allocated to the Capital Fund.
 - d. **Vestry Discretion.** The Vestry retains the discretion to allocate undesignated bequests other than as provided above after soliciting and considering feedback from the Parish.

^{3*} This language supersedes the resolution adopted in November 2019.

EXHIBIT B

INTERNAL MINISTRIES SUPPORT TEAM CHARGE

1. Purpose

The Vestry's Internal Ministries Support Team is a group of vestry members who support parish ministries that primarily serve people who are active participants in the worshipping community of St. John's.

2. Membership

The Internal Ministries Support Team consists of four (4) vestry members, appointed annually at the vestry retreat in January or when vacancies arise. Members serve for one year until the next vestry retreat and may be reappointed for additional years during their service on the vestry.

The team will appoint from among its members a Convener who will be responsible for calling meetings, preparing agendas for those meetings, and ensuring that team members follow up on action items set by the team.

The team will also appoint a member to be the Financial Contact for the internal ministries of the parish. This member will serve on the Finance Committee, monitor the monthly financial statements for the parish's internal ministries, and bring any matters of concern to the rest of the Internal Ministries Support Team. The Contact will, with the Team's help as needed, approve all expenditures over \$250 in internal ministry areas (the financial contact person signs off to approve all formal purchase and reimbursement requests and keeps the other Team members informed about what has been approved).

The Team will appoint a member as a liaison the Architecture and Space Use Committee when that committee considers future building and use of space.

The team may decide how long an individual will serve in one of those roles in any given year.

3. Meeting Frequency

The Team will meet at least quarterly, and as needed to consult with the various internal ministries of the parish.

4. Role and Function of the Team

The Internal Ministries Support Team supports parish ministries that are primarily directed at members of the St. John's community (but which may also reach out to the wider community), with a particular focus on:

- Parish Life/Fellowship (coffee hour, potlucks, parties, receptions)
- Pastoral Care (which includes welcoming newcomers, check-in calls, greeting cards, rides to appointments, meals delivery, prayer shawls, prayer list, lay eucharistic visitors)
- Stewardship
- Episcopal Church Women
- Daughters of the King
- Order of St. Luke
- Weekday Prayer Leaders

- Architecture and Space Use Committee (when future-oriented)
- Small Groups

The Team may also consult with adult and children's formation teams as requested. Although worship is the responsibility of the rector, the Team may bring concerns and feedback about worship to the rector and the Worship Committee as needed.

The Team will:

- Communicate regularly with leaders of the parish's internal ministries to see what resources are needed and how the vestry can support their work
- Confirm annually that protocols and boundaries are in place with regard to work with children and vulnerable adults
- With the Junior Warden, serve as a sounding board for areas of conflict or concern in parish internal ministries
- Recruit leadership for fundraisers, including the annual Christmas Fair and each other fundraiser contemplated in the parish operating budget
- Recruit leadership to serve as liaisons to the vestry for major future-oriented projects like physical campus development (day-to-day upkeep is the Vestry Administration Team's purview)
- Send thank-you notes to internal ministries for their work
- Work with the Worship and Stewardship Committees to feature internal ministries during worship services through commissioning members and Minute for Ministry.

EXHIBIT C

FRONT OF PROPOSED SIGN

The people of  The Episcopal Church of St. John the Baptist *welcome you*
to our church campus.

We invite you to meditate, exercise, and pray in this sacred space.

Campus Code of Conduct:

- Respect the dignity of every human being and act with love.
- Acknowledge our sacred space with reverence and kindness.
- No smoking (of any substance) or drug use on the property.
- Keep noise levels low out of consideration for residents.
- Walk (don't ride) skateboards through the property.
- Stay out of bushes and perimeter landscaping.
- Pets must be leashed at all times.
- Pet relief in perimeter areas only; please clean up after your pet.
- Leave no trace; place trash in proper receptacles.
- Parking is reserved for campus visitors and parishioners.

**Campus is closed
sunset to sunrise**



May God bless your time on these grounds. www.st-john-aptos.org

BACK OF PROPOSED SIGN

Go now in peace
May the love of God surround you
Everywhere you may go



Visit our thrift store!
Helpful Shop
St. John's
246 A Center Ave
Aptos, CA 95003 
in Seacliff Village near Marianne's and Manuel's