

Vestry Meeting Minutes, 3/26/24, in person at St. John's

Those present: Anne Baker, Kathy Butler, Tom Butler, Elaine Chapman, Nelson Crandall, Win Fernald, Liz Lindsley, Amma Eliza Linley, Vibeke Orsini, Joanna Phillips, Susan von Schmacht, Antonette Wood

Those absent: Jon Showalter

ACTIONS:

1. Provide feedback to Nelson on the narrative portion of the financial report - All
2. Consider outdoor services at next Worship meeting - Kathy
3. Get feedback on outdoor services from Lift Every Voice survey to Kathy - Tom
4. Reconsider the Pride Flag goal - Internal Ministry Team
5. Post Vestry goals on website - Kathy
6. Forward application of potential Interim Pastor to Vestry for their consideration - Win
7. Edit current sick leave policy with Jon's changes, upload it to website, and send it to employees - Kathy
8. Give feedback on Rector Housing questions to Anne - All
9. Email Elizabeth Sanchez to ask if she thinks she will be back - Eliza
10. Ask Tom, Loris, Jon to be on Personnel/Hiring Committee - Win

MINUTES:

6:32pm Kathy opened the meeting with prayer. For formation time/check-in, Kathy asked us to think about and then share about a time in the last couple of weeks when we had seen Jesus.

Consent Agenda: Anne moved and Joanna and Vibeke both seconded that the Vestry approve the February 2024 minutes. It was unanimously approved.

Interim Pastor's Report: Amma Eliza talked about the Lenten Series where we had people in 7 different groups meeting in people's homes. Each group will decide if they want to continue to meet as a group. The Parochial Report which was approved at the February meeting stated we have 161 active congregants, but only 100 baptized members, which means some congregants have not yet been received into the Episcopal Church or have not yet been baptized. The Bishop will be visiting St. John's on October 13th and it would be a perfect opportunity to have those active congregants received or baptized. The Adult Formation team will put together an inquirer's class for the summer so that they will be ready for the Bishop when she comes to St. John's. Holy Week is just about ready. Recently Eileen Fernald retired from being Altar Guild Director and Kathy Butler took over. Amma Eliza created an official resolution honoring Eileen and her years as Director and asked the members of the Vestry to sign it. Kathy will present it to Eileen at the April 7th coffee hour honoring Eileen's years of service. Supply clergy have been scheduled through the end of August. Amma Eliza will be our interim pastor until the end of April.

Warden's Reports: Win told the Vestry that St. John's will be a rest stop for the AIDS bike ride, from San Francisco to Los Angeles. On Sunday, June 2nd, porta potties and other support

materials will arrive at St. John's. The AIDS bike ride will stop at St. John's on Monday, June 3rd between 7am and 9am, after spending the night before at Harvey West Park in Santa Cruz. They are expecting about 1,000 riders. Win passed around a sign-up sheet for Vestry meeting check-in/information for the rest of the year. Win received a second application for Interim Pastor, he would like the Rector Transition Team to review. Anne said she had several topics already scheduled on the agenda and didn't have anything else to add. She passed around some packaged goodies and said she had several Sandbar Solar stickers if anyone wanted one.

Treasurer's Report: Nelson passed out the draft February financial report. The first 7 pages are narrative in form with the spreadsheets following. He noted that we are in really good shape in our checking account. We had just received the 2nd quarter payment of the Rebele pledge, \$3,000 from the Diocese that was supposed to come last year, and a \$900 tax refund. The Helpful Shop had a shortfall, but some suggested that it was due to the rainy weather we had in the last 2 months. With the narrative portion, Nelson is trying to make our finances more understandable. He would like feedback on what works and what doesn't. It was suggested that it must be a lot of work to put together the narrative report, but Nelson commented that in putting it together he found 4 errors that likely would not have been caught otherwise. Anne suggested that it would help if there was a way to limit the narrative or mark it to where things are different in order to focus the Vestry on these particular items. Ideally, Nelson wants to get this report out on Realm ahead of the meeting so that the Vestry has time to review it and can then ask questions in the meeting.

The Finance Committee members were identified, Amma Eliza, Win, Anne, Nelson, John Melvin, and Joanna. It was discussed and agreed that the committee didn't need a representative from the Internal Ministry Team.

No news on a replacement bookkeeper.

Vestry Goals: Win had previously sent out the 2024 Vestry goals. These were statused line-by-line as noted below. Win stated that we will status them every quarter.

Vestry Goals 2024

1. Update all website pages - in work
2. Support the Rector Transition Team - in work
3. Form a Rector housing committee - done

Admin Team Goals 2024

1. Ensure church services are covered throughout the year - in work
2. Fully support the Rector Transition Team - in work
3. Complete advanced financial planning with our changing finances (balanced budget for 2025) - not started
4. Successful installation of solar this year - about 99% done
5. Successful implementation of Canterbury Homes through preliminary design (establish LLC, complete preliminary design, funding identified and approved by parish, negotiate lease with LLC) - in work

Internal and External Ministries Teams Combined Goals 2024

1. Make an intentional connection between the Vestry and the Outreach Committee and provide support to their work - in work
2. Continue education efforts regarding Outreach projects with Forums describing these projects; at least once per quarter, coordinating with the Formation Committee - in work
3. Lay the groundwork for an overall church "Ministry Faire" to familiarize parishioners and recruit new involvement, Date TBD - looking to do this in the Fall
4. Update the website sections that deal with Internal and External ministries and activities - in work
5. Support events of the parish community as in previous years
 - a. Stewardship Dinner - done
 - b. St Patrick's Day meal - done
 - c. Shrove Tuesday Dinner - done
 - d. Maundy Thursday Dinner - this week
 - e. Easter Breakfast - this week
 - f. Newcomer BBQ - Fall
 - g. Summer family movie nights - summer
 - h. Christmas Fair-Sale - December
6. Work with the Pastoral Care Team to offer support and make more visible this ministry as a rewarding possibility for parishioners. - touched base
7. Reactivate the Newcomer's Committee, creating an ongoing meeting schedule and supporting its work with specific newcomer welcoming events including a dinner with band and mixer. - not yet, but it seems to be working
8. Explore and experiment with the creation of "sacred space" outdoors and make a proposal to the Architecture and Space Use Committee - Elaine met with ASUC to discuss ideas, maybe start with the front space. Discussion ensued on whether we will have some outdoor services, this is the purview of the Worship Committee - Kathy will bring up at the next Worship meeting. Michael DeArmond did some great work on a cover for outdoor services. There was some feedback on outdoor services from our parish survey Lift Every Voice, Tom will get this information to Kathy.
9. Display the Pride Flag on the campus and develop an inclusionary statement to be made visible in various media and on campus - it was noted that we don't have flagpoles anywhere on-site, so it may be difficult to do this, Amma Eliza has posted a rainbow sign up by the front door welcoming all, the team will reconsider this goal.
10. Pursue the co-creation of ongoing small groups as an outgrowth of the 2024 Lenten Study neighborhood groups, orient those potential leaders to best practices in small group Formation, report back by end of Lent - groups were asked to consider this and some are thinking about it
11. Meet with those who proposed a Community Music Program and discuss alternatives for community-based music offerings, models exist at Grace Cathedral and other parishes - not yet started

It was agreed that these are the current goals and can be posted on the website, Kathy will work with Bart to do this.

Interim Pastor: We had posted the job of Interim Pastor through March 23rd. After 3 weeks, we only got one application and Amma Eliza and the Wardens all felt it wasn't suitable for our

parish. But we just received another application and Win will forward it to the Vestry for their consideration. It is a person aged 64, retired, and needs housing for 2. They are from Chicago, but currently in Mexico. We have some time as we have services covered through August.

Paid Sick and Safe Time Policy: Win stated that the State of California updated the sick leave requirements for employees effective January this year, but we are not yet compliant in that requirement. He recommended forming a Personnel Committee and to have Jon Showalter on it for his experience in these matters. Antonette moved that we form a Personnel Committee and Anne seconded it. It was unanimously approved. Kathy brought up that Jon already sent out an email to the Vestry with his recommended update to the Sick Leave policy. It was agreed that Kathy would edit the current policy with Jon's changes, upload it to the website, and send it to the employees. Payroll currently has a way to track sick leave, Nicole, our bookkeeper just needs to know the formula in the policy to be able to track it.

Rental Housing for Rector: Anne reported that the Rector Housing Committee had met and came up with a list of questions to be asked in order to find the right housing for a new Rector. This list was emailed to the Vestry prior to the meeting. The team did not look at housing for an Interim Rector, which would likely be a rental. Joanna stated that she can request a package from the Chamber of Commerce for prospective rectors when we are serious about them. The current rental rates are between \$3,500 and \$4,000 per month, or \$3,750 average. Anne asked the Vestry to provide feedback on the question list.

Website Update: Anne asked Bart how the website updates were going and he said he had not received any. All Vestry members were assigned various pages on our church website to update any text and/or photos. Please just send them directly to Bart. We want it updated soon as candidates for Rector will likely look at our website and we want it to be current.

Helpful Shop Manager: Win stated that since Elizabeth Sanchez resigned, Diane Scofield has stepped in as temporary manager through June. Elizabeth has stated that she wants to come back, but we may not be able to wait for her to make up her mind. Tom said that he, Diane, and Loris Gielczyk interviewed candidates after a job description was posted on Indeed.com, but they actually ended up finding Elizabeth from a Facebook post about the job. Eliza will email Elizabeth to ask if she thinks she will be back. Joanna asked about the salary, Tom reported that they were told when they hired Elizabeth that the salary was \$20/hr. Joanna said we need to get somebody in that position who is good with people. Win suggested that in addition to policy, that the Personnel Committee be responsible for hiring the manager. Win will ask Tom, Loris, and Jon to be on that committee.

Building and Grounds Update: Anne reported that the Canterbury Homes team has been meeting regularly. We have hired an architect, Paul Ferro. The first question was how much space is available and it looks like 5,000 square feet. Anne handed out a site plan with the area marked out. The parish survey about what kind of people we want to serve came back with the elderly and women with children as our priorities. So some units could be studios for singles

and one bedroom for a family. The concern was expressed that once people are living there, they won't want to leave. Our plan is not to just add rental space to the community, but to give homeless people a chance to prepare them to get into a new place that would be more permanent. Many places won't accept Section H vouchers. Anne passed out a spreadsheet with different scenarios with dollar values of expected income for different configurations showing the monthly and annual rent we could expect. We might want to configure the building so that there is only 1 common kitchen and a common room and everybody gets a bedroom, more like a motel model. We have to look at how much money we will be able to collect to pay back the cost to build the building.

Anne also suggested that we rename the project from Canterbury Homes to something else as there are many different places already with that name. She handed out a list of the suggestions so far, including Safe Haven, Seacliff Haven, and Aptos Abodes. It was suggested to add St. John's House or St. John's Landing to the list. If any Vestry member has other suggestions, please give them to Anne.

Anne reported that the solar panels are up and the city had their inspection. The installer, Sandbar Solar, wants to add a cell amplification system so that they can monitor our usage. They will need to cut a hole in the roof of the controls building, Anne will meet with them tomorrow. Amma Eliza wants to bless the solar system when it is completely done. When PG&E signs off, we will need to pay the last installment, \$15,000, to Sandbar Solar. So far no issues with all the rain we have had.

Report Out to Parish:

- Have February financials and it shows a strong cash position
- Supply clergy scheduled through August
- Reviewed Vestry goals and they will be statused quarterly
- Authorized a Personnel Committee
- Diane Scofield is our temporary Helpful Shop Manager
- The finish line is in sight for our solar panels

Next Vestry meeting is April 23rd. Kathy closed the meeting with prayer at 8:52pm.

Respectfully submitted,
Kathy Butler, Clerk of the Vestry