

**Grace Memorial Episcopal Church**

**Vestry Meeting**

**May 15, 2018**

**Minutes**

**Members of the Vestry**

Elyssa de la Cruz  
Cameron Denney  
Robin Gault  
Curt Germundsen, Treasurer  
Phillip Koop  
Steve Lovett, Sr. Warden  
Nora McLaughlin  
Peyton Snead  
Louise Tippens

**Clergy**

The Rev. Martin Elfert

**Others**

Alicia Perkins Lehrle, Clerk

**Members of the Vestry Absent**

Andrew Eshleman  
David Goodrich, Jr. Warden

**1. Formation**

1.1 Opening Prayers

- The meeting was called to order at 6:02pm with an opening prayer Martin.
- Martin shared a page from the College for Congregational Development manual showing a summary of the Gleicher-Dannemiller/Beckhard Change Model for consideration.
- There was a brief discussion of the booklet God's Grace and Roberts Rules. The theological take on the business of a vestry was appreciated. Also noted were the expectations for the priest and church as a support group. Martin said he would welcome a conversation regarding supporting his strengths and aiding his weaknesses.

## **2. Minutes**

### 2.1 Approval of the Minutes

- The minutes from the April 17, 2018 Vestry meeting were distributed and discussed via e-mail prior to the current meeting. There were no corrections, and Andrew moved to accept the minutes as presented. Louise seconded the motion, and the motion passed with an e-mail vote on May 8, 2018.

## **3. Items**

### 3.1 Discuss Draft Communications Covenant (follow up on “10 Rules for Respect”)

- Two drafts, one by Cameron and one by Martin and Robin were shared with the Vestry. There was a discussion of the positive elements of each version. Including scripture at the beginning was appreciated, as was the use of “we” rather than “I” for the statements. It was decided more editing is needed, which Martin, Robin and Cameron will do and share the results electronically with the Vestry. The initial focus will be creating a document for the Vestry’s use with the possibility a future version could be introduced to the parish. It was also agreed the approved document will be revisited after a period of use.

### 3.2 Update on Campus Planning; how to review Kevin Cavanaugh materials

- Phillip and Martin reported there is a lull at the moment, and the letter from Grace to the Portland Housing Bureau board is under review. A zoning notice to the neighborhood was received today from the City, but possible impact to proposed development is not known yet. It appears to allow higher and denser buildings, but more information will be coming.
- Tradition and beauty are priorities for many of Grace’s members, and the Vestry agreed these should be preserved and honored with any development.
- The work of Kevin Cavanaugh, a past TED talk speaker, has been brought to the attention of the Vestry with a request his designs be explored. His ideas include market rate apartments with a limited number of low income apartments using shared common spaces. More information about his designs will be sent to the Vestry by Martin via e-mail to review.
- The first monthly announcement during the service went well, but it was realized the 8am service should be included as well.
- It was suggested having creative sessions for members of the parish to offer and play with ideas for development, and it was noted there are many artistic people at Grace.

### 3.3 Auction Update

- Phillip has contacted Stokes regarding auctioneer availability, and they can provide an auctioneer for either of the first two Saturdays in October but it won’t be Brad. Brad is available November 3, which felt a little late in the year. The possibility of having an auctioneer other than Brad was discussed, and Phillip will review the information about the available auctioneers and their suitability for Grace’s auction. He will announce the auction date within the next 2 weeks after deciding on an auctioneer.

- Next year the possibility of holding the auction in an entirely different season was briefly discussed. The advantages are seen to be more discretionary income may be available, perhaps better weather, and possibly more donations from businesses. The drawbacks could be a number of competing auctions, especially from schools. Phillip will explore this issue further.
- A question was asked if donations solicited for the auction are for just Grace or Grace Institute as well, and the reply was donations are for Grace although Grace Institute certainly benefits. All the secular activities supported by Grace can be shared with possible donators.

#### 3.4 Field trip to nave to at lighting fixture

- Martin has been looking into better lighting possibilities and had the Vestry look at a new lighting fixture in the nave, which has been temporarily installed for demonstration purposes. The merits of installing a number of this type of light were discussed: no rewiring is required; the type of bulb is long lasting; the bulb is only 100 watts but provides great light; the light is unobtrusive. Additional equipment is needed to make the light dimmable, but the Vestry did not consider this a priority at this time. Martin suggested 4 to 6 lights in the nave would be sufficient with more to be added in the choir at a later date. The cost for each light is about \$320 and could be installed using resources in the parish. There is approximately \$2,300 available in unrestricted funds to pay for the lights. After a brief discussion, Phillip moved to use the unrestricted funds to purchase 6 lights for the nave, and Cameron seconded the motion, which passed unanimously.

#### 3.5 Moment of Grace

- Phillip provided a moment of Grace by reflecting on recent events in Korea and his hopes for a peaceful resolution to a long war.

#### 3.6 Reports

- Rector
  - Martin did not hear from Geoff as expected regarding his joining the Vestry meeting via Skype. He will let the Vestry know when he does hear from Geoff.
  - A stewardship team is needed for this year's campaign, and Steve volunteered to be a part of it. Martin will approach several others in the congregation to also join the team.
  - The new PHAME contract is slightly altered from the current version, and Martin would like other sets of eyes to review it with him. Curt and Nora volunteered to look over the contract with him.
  - Martin was asked by a member of the parish if there will be a leaving gift for Matthew David. After a brief discussion, it was decided a monetary gift would be both appropriate and appreciated. Martin will make an announcement during the services regarding ways to give and also include it in the e-news.
  - Martin raised the possibility of having a helping ministry to provide a respite for caregivers, perhaps for an afternoon at a time. It was suggested the Healing Ministry might be the

appropriate answer rather than starting a new group. Phillip will talk to his mom Mariann, who is part of the Healing Ministry, for her thoughts about this idea.

- Martin, Charles and Jessica will be leaving for the next session of the College for Congregational Development right after church on Sunday, June 10<sup>th</sup>, and will be back the following Sunday.
- Martin noted two upcoming weddings he will be performing, and also his holiday plans. He will be away from approximately July 9 to August 4, and his time off will include continuing education.
- Jr. Warden
  - Martin, on behalf of Dave, reminded the Vestry of the parish clean-up day scheduled for Saturday.
- Treasurer
  - Curt shared a brief, printed summary, which is a format he would like to use going forward for financial reports to the Vestry. He reviewed the report and noted he has no concerns. He will continue with the clean-up of reports, and his regular meetings with Jackie have been very productive. He discovered Jackie doesn't have any online banking capabilities for the parish, and would like her to have at least some. It was suggested Curt report back at the next Vestry meeting regarding the requirements for online banking for Grace.

### 3. Other Business

- A fence was recommended for parts of the campus by the PHAME house for security reasons by an Art Camp parent who is also a police officer. Nancy will look into more information regarding a fence, most likely chain-link; it was suggested Curt and Rick might install the fence if the project moves forward. Also, she has had the gate for the courtyard repaired so it is much more tamper-resistant.

### 3.8 Closing Prayer

- Martin offered a closing prayer, and the meeting was adjourned at 7:37pm.

Respectfully submitted,

Alicia Perkins Lehrle, Clerk