

Grace Memorial Episcopal Church

Vestry Meeting Minutes

May 21, 2019

Members of the Vestry

Cameron Denney

Andrew Eshleman, Sr. Warden

Robin Gault

Curt Germundson, Treasurer

Phillip Koop

Charles McGee

Nora McLaughlin

Louise Tippens

David Waldow

Ben Snead, Youth Representative

Clergy

The Rev. Martin Elfert

Others

Nancy Entrikin

Alicia Perkins Lehrle, Clerk

Members of the Vestry Absent

Elyssa de la Cruz

Peyton Snead

Prior to May 21, 2019 Vestry Meeting

Tankless Water Heater

- Via e-mail, Cameron moved to approve the cost of approximately \$500 to install a tankless hot water heater for the dishwasher to increase the temperature of the water used in the dishwasher as recommended by Curt. Charles seconded the motion. The motion was approved via e-mail on May 6, 2019.

Approval of the Minutes

- The minutes from the April 16, 2019 Vestry meeting were distributed and discussed via e-mail prior to the May meeting. Louise moved to accept the minutes as amended, and Nora seconded the motion. The motion passed with an e-mail vote on May 12, 2019.

1. Formation

1.1 Opening Prayers

- The meeting began with a reading from Acts in an abbreviated form of lectio divina, followed by an opening prayer from Martin.

2. Items

2.1 Development Updates

- Last Sunday's all parish meeting to view the preliminary drawings and explanation by the architects went well with thoughtful questions asked. In general, the parish seemed receptive to the ideas presented. Paul Parker's comments addressing the scale of the drawings was much appreciated, and Curt's presentation about Quad, Inc. and the complex nature of the project was well done. It was helpful to have clarification of the steps and time involved, and, additionally, it was good to have the parking addressed and explained. Regarding the parking, Nancy hopes to soon provide a layout of available parking in the neighborhood.
- There was some discussion regarding the feasibility of using the existing Parish Hall basement in the new development for parking or storage. However, since the basement is about 6' below grade (i.e., there is not a full floor's worth of height below ground level) and does not have the capacity to bear weight, it is likely not usable.
- Suggestions for future development discussions included being clear with answers and not attempting to provide an answer to an unanswerable question, e.g. the total cost of the development, which can only be roughly estimated at this stage. More on why Grace is planning to develop should be addressed, noting Grace is being prepared for the needs of the 21st century and beyond.
- Grace's need for its own legal counsel was discussed as the upcoming applications for the development will need legal review, and Andrew reported the process has begun to select legal counsel.
- Options for how best to share development information (containing meeting notes and so forth) posted on the website were discussed, since there is some concern now about members of the wider public having access. The page is moderately password protected now, but, after some discussion, Nancy said she would like help securing the website and several names were suggested as resources. Relatedly, there was also some discussion about whether we should begin developing the page (or an additional page) aimed at a more public audience. However, for now, it was judged that the current level of detail posted is appropriate for parish needs. Curt noted that Quad, Inc. will have development information on their own website as needed and that we may eventually wish to link to their site. He also added that a floor plan will be done soon as this is needed for the Portland Bond application.
- Nancy said there was an early assistance meeting with city representatives last Thursday. It was an early assessment meeting with the agencies potentially involved and went well generally. Some

concerns were raised about the Black Box as it could be considered as “retail”, but these concerns will be addressed. Nancy mentioned that the next step will be a value engineering meeting with representatives of Walsh Construction.

- The Vestry did not have any concerns regarding the information and statements provided about Carleton Hart Architecture or Walsh Construction Co. as the prospective architect and builder for the project. It was suggested the parish might benefit from field trips to view other low-income projects, and Nancy agreed to pursue providing the field trip opportunities.

2.2 Restructuring Proposal for the Grace Development Committee

- The proposal has been revised since it was first presented last month, and the current version was reviewed. After some discussion, Louise moved to accept the Restructuring Proposal as presented, and Nora seconded the motion. There was no further discussion, and the motion passed with Curt abstaining.

2.3 Moment of Grace

- Nora offered a Moment of Grace with a reading from the book Music of Silence.

2.4 Update on Curate

- Martin noted the threshold of the amount of money required to move ahead with Jeanne Kaliszewski’s appointment as curate at Grace has been exceeded. Currently, about \$12,500 more is needed to completely fund her first year’s salary. He is hopeful the gap will be closed before she begins at Grace in June. He added Jeanne is very excited about starting at Grace. Her office will probably be in the current library. Martin and Jackie will be working with current library users to ease the transition.
- Jeanne’s contract was reviewed by the Vestry, and it was suggested the portions outlining her duties be posted along with this month’s minutes so all will have an opportunity to know what to expect. While pastoral care is one of the curate’s duties, it was noted Martin will continue to provide pastoral care.
- Phillip made a motion to receive the Curate Covenant of Ministry as presented, and Robin seconded the motion. There was no further discussion, and the motion passed unanimously.

2.5 Approval of Leslie Mills for Grace Institute Board

- Grace Institute (GI) has recommended adding Leslie Mills to the GI Board. She is a member of the parish, and information about her was provided via e-mail. Charles moved to accept the Grace Institute’s recommendation to add Leslie Mills to the GI Board, and Nora seconded the motion. After some discussion, it was decided in the future the Vestry would request to meet prospective GI Board members in person, and Andrew suggested an online discussion to explore the information the Vestry would like to receive about GI Board recommendations. Martin reported GI has grown and has been restructured as a result. Due to increased responsibilities, Ashley could no longer fill both roles as the Art Camp director and lead the GI. She will continue as the Art Camp director, and the GI Executive Director will become a separate $\frac{3}{4}$ time position. Sharon Loomis-

Malin has accepted the role as GI Executive Director. There was no further discussion, and the motion passed unanimously.

2.6 Reports

- Grace Institute (GI) Liaison
 - No further report.
- Rector
 - Martin reported the Parish Clean-up Day had a small but enthusiastic group and much was accomplished.
 - Holladay Park Plaza has contacted Martin and would like to list Grace as a place to gather its residents in case of a disaster. It is supposed this is a requirement of the Fire Marshal or their insurance carrier, and there were no objections to Holladay Park's request. Charles moved to accept the agreement of Holladay Park Plaza's request to gather at Grace in the event of a disaster, and Nora seconded the motion. There was no further discussion, and the motion passed unanimously.
 - Martin would like to introduce newcomers to Grace on Sunday, June 30th. Martin asked for Vestry members to introduce the new members and passed around a list of the newcomers to be introduced.
 - Martin and Phoebe were the successful bidders for one of the McGee family's Liberian feasts and invited the Vestry and their families to attend at the Elferts' home. Saturday, June 29th, is the date and the time is 5pm.
- Treasurer
 - Curt shared financial reports and noted there is a surplus of about \$9,000 as of the end of April. Vestry members may contact him with specific questions about the reports. He is still working on the Schwab account project to find out where the funds came from; possibly some are pledges, but more investigation is needed.
- Jr. Warden
 - David reported the freezer needs to be repaired and the cost is estimated to be about \$500. He is also looking into a water temperature booster for the dishwasher and a roof patch. The roof patch is estimated to cost around \$5,000, but a firm estimate is not yet available. A spell of good weather is needed to determine the extent of the repair.

2.7 Other Business

- Charles noted he would like to reactivate the Men's Group, which had been a vibrant group meeting on a monthly basis. He would like it to be an open group.
- Also, Charles would like to reinstitute the building and grounds committee with the Junior Warden.

- A monthly youth Sunday was suggested by Charles with the youth serving at the Altar, acting as ushers, and retrieving the Church School for communion.
- At the next Vestry meeting, Charles asked to have a discussion about Vestry members serving as greeters before Sunday services, and to have Vestry members be liaisons between the Vestry and the various committees at Grace
- Nora and Cameron agreed to be the Vestry members providing the monthly update to the parish at this Sunday's service.
- Louise said she will work on the Vestry handbook with Jackie.

2.10 Closing Prayer

- Martin offered a closing prayer, and the meeting was adjourned at 8:19 pm.

Respectfully submitted,

Alicia Perkins Lehrle, Clerk

CURATE COVENANT OF MINISTRY

between the Rector, Wardens, and Vestry of Grace Memorial Episcopal Church and Jeanne Kaliszewski

Who has been called as Curate with the understanding that this tenure is to continue 3 years unless earlier dissolved by mutual consent or upon 90 days' notice of either party, which notice may be given for any legal reason. This letter of agreement is effective June 23, 2019. This agreement ends on June 25, 2022 and must be renegotiated at that time to continue this agreement. The Vestry and the Congregation by this letter confirm the following terms of the Curate's full-time employment at Grace Memorial Episcopal Church in Portland, OR.

DUTIES

The Curate's general duties include the following:

Provide leadership to the parish as priest and teacher, sharing in the counsel of this congregation and of the whole Church, in communion with our Bishop.

Proclaim the Gospel, by word and action, informed at all times by the Holy Scriptures, the Book of Common Prayer, and the Constitution and Canons of the General Convention and this Diocese.

Love and serve Christ's people, nourish them, and strengthen them to glorify God in this life and in the life to come.

The Curate is responsible for a wide variety of tasks as assigned by the Rector. The Curate and Rector shall periodically review these duties in order to ensure experience in all areas of church life.

Typical examples of responsibilities include:

- A. Worship: Participation in the Sunday liturgies and mid-week services at the direction of the Rector, including regularly preaching on assigned Sundays.
- B. Education and Formation: Working with the leadership team of the youth ministries and Sunday School.
- C. Pastoral Care and Counseling: Sharing in responsibility for those in need of such care.
- D. Ministry of Hospitality and Incorporation of Newcomers: Along with the Rector,

undertaking responsibility for working with the ministers of hospitality to identify, track, and incorporate newcomers.

E. Outreach Ministries: Supporting the various outreach ministries of the congregation, work with the Outreach Commission as needed.

F. Diocesan Assignments: Engaging in Diocesan assignments as decided in consultation with Bishop, Rector, Vestry, and Diocesan structure.

All duties listed herein are subject to change upon direction from the Rector or their designee.

I. TIMES of WORK, VACATION, and LEAVE

A. The Curate is expected to work full-time on a schedule to be arranged with the Rector. Normally this work schedule will be 40-50 hours per week. In general, no more than 3 evenings per week are expected. The Curate is expected to schedule at least 1 continuous 24-hour period each week solely for their own personal use.

B. National holidays (as set by the Diocese in Operations Resource Manual for Clergy and Lay Leadership), may be taken off so long as it does not interfere with worship for major occasions as determined by the Rector.

C. The Curate shall receive 1 month of vacation per year of this agreement (defined as 22 work days), which shall include 4 Sundays.

D. The Curate shall receive 2 weeks Continuing Education leave per year of this agreement (defined as 10 work days), which may include 1 Sunday.

E. 10 days of paid sick leave are available per year of this agreement. Emergency and other leaves for illness and death in the family may be allowed under conditions established by mutual agreement with the Rector.

F. Participation in diocesan activities (e.g., clergy conferences, department or committee work, retreats, family camps, diocesan camps, and other conferences) are not days off, vacation or study leave time; these are job related responsibilities.

All such activities must be approved by the Rector or their designee. Vacation, continuing education time, and sick leave must be used by the anniversary date of this agreement; they may not be carried over to subsequent years.

II. COMPENSATION

[Salary is detailed in this section. See Vestry minutes for further detail.]

III. BENEFITS

[Benefits are detailed in this section. See Vestry minutes for further detail]

IV. ADDITIONAL ALLOWANCES AND EXPENSE REIMBURSEMENT

Travel expenses shall be paid as mandated by the Diocese, plus out-of-pocket costs for reasonable and necessary parking fees and tolls.

V. MUTUAL MINISTRY REVIEW

The Curate shall participate in a mutual ministry review with the Rector and Vestry. This process is to ensure that the parties:

A. Have established clear parish goals for the coming year and understand their individual and mutual responsibilities in support of said goals;

B. Regularly assess how well they are meeting their responsibilities to one another and to the wider church;

C. Name and respond to experiences of success, joy, conflict, and disappointment.

VI. OTHER AGREEMENTS

A. This Covenant of Ministry shall be read consistently with any applicable provision of Grace Memorial Church Personnel Handbook whenever possible. In the event of a direct conflict between this letter and the Handbook, the terms of this letter shall control unless applicable law requires otherwise.

B. On or before the second anniversary of this agreement, the Rector shall consider changing the Curate's title from "Curate" to "Associate Priest." Such a change in title shall not alter the terms and conditions of this contract.

C. This Covenant of Ministry shall be made part of the minutes of the next

Vestry meeting following its signing.

D. In the event of disagreement concerning interpretation of this Letter of Agreement, any of the signatories may appeal for mediation to the Bishop or their representative, or to another mutually agreed upon third party, the Bishop remaining the final arbiter.

Date: May 10, 2019

Curate

Rector

Senior Warden