

# Grace Memorial Episcopal Church

## Vestry Meeting Minutes

March 19, 2024

### Members of the Vestry Present

Keri Beck (2025)

Roosevelt Carter (2026)

Cameron Denney (2025)

Yetunde Laniran (2026)

Nora McLaughlin (2027)

Kevin Walsh (2025) Co-Sr. Warden, Rector's Advisor

Stephen Weeks (2024)

Lisa Westarp (2027)

Jennifer Yeast (2026)

### Clergy Present

The Rev. Martin Elfert

The Rev. Lara Halsey

The Rev. Liz Klein

### Others Present

Warren Burkholder, Jr., Treasurer

Alicia Perkins Lehrle, Clerk

### Members of the Vestry and Clergy Absent

Sally Fraser (2025)

Charles McGee, Co-Sr. Warden, Meeting Chair

Sam Schifferdecker (2027)

## 1. Formation

### 1.1 Opening Prayers

- The meeting began at 6:02 pm with a reading of the thirtieth chapter of Job in an abbreviated form of lectio divina followed by an opening prayer from Martin.

## **2. Items**

### 2.1 Rector's Report

- From his report, Martin highlighted that Nick Fox has been hired as the new Parish Manager and will begin work on Tuesday, April 16.
- Liz noted Saturday was Deacon's Day, and the event was held at Grace in the chapel. Bishop Diana was present, and it was a wonderful event. She said the renovation of the chapel was much commented on and admired by those who had seen the chapel prior to the renovation.
- There was a discussion about the incident that occurred during the Sack Lunch program last week in which a sack lunch recipient became suddenly hostile and violent. No one was injured, but the need to always have two volunteers present was stressed as well as knowing de-escalation techniques. Fortunately, the incident was a rare occurrence.

### 2.2 Minutes of February 20, 2024 Vestry Minutes

- There was a correction to the minutes, and Nora moved to accept the minutes as corrected. Warren seconded the motion. There was no discussion and the motion passed.

### 2.3 Treasurer's Updates

- Warren reviewed the Statement of Activities and noted income is on budget, and expenses are ok. He is still working through ongoing financial issues.
- The need for an audit was discussed, and Warren recommended doing one at the end of 2024 as he expects an audit at that time will provide a more accurate reflection of Grace's financial picture.

### 2.4 Finance Committee Draft Resolution

- Roosevelt discussed the revisions made to Resolution No. 2024-01, which are minor in nature and clearly noted on the draft distributed to the Vestry. Roosevelt also suggested a work order system be established to track needed repairs. After some discussion, Warren moved to accept Resolution 2024-01 as revised, and Stephen seconded the motion. There was no further discussion, and the motion passed.
- The need to adopt a gift acceptance policy was discussed, and Roosevelt said the Finance Committee is looking into establishing a policy. Roosevelt said Sally had suggested outside counsel may need to be consulted regarding the policy, and he expects the process to take a while.

## 2.5 Jr. Warden Position

- As Kevin has not received any offers from anyone to step into the Jr. Warden's position, he suggested the Building and Grounds committee might be able to cover the tasks previously performed by the Jr. Warden. There was discussion and a concern raised that Grace's by-laws require the position to be filled. Code and regulation requirements might also dictate the need for a lead person like a Jr. Warden. Further investigation is needed, but, in the meantime, David Waldow will be asked to speak to the Building and Grounds committee about the Jr. Warden duties.

## 2.6 Parish Manager Position

- Kevin noted the Parish Manager position was covered in the Rector's Report. There was a suggestion the Parish Manager report to the Vestry rather than the Rector although Martin would keep the responsibility of direct supervision. There was some discussion, and the general feeling was that everyone present wanted to give this suggestion more thought before the next Vestry meeting and not make a decision at the present time. Warren will email the Episcopal Church Manual to Vestry members, which has information addressing the issue under discussion.

## 2.7 Parochial Report

- Kevin noted the report is overdue, but he and Martin have been working on the report for 2022, which was shared with the Vestry. He reviewed the report and explained how the numbers shown in the report were determined. As some of the figures shown were estimates, it was suggested, as a better option, noting those figures as unknown rather than reporting an unverified number. Martin and Kevin will work on the report for 2023 once the 2022 report is complete, and there will be additional discussion about the report at the next Vestry meeting.

## 2.8 Review Vestry Goals

- Kevin suggested a review of the Vestry goals would be a good topic to discuss at the Vestry retreat, which is scheduled for April 20.
- It was noted that information is being gathered for options regarding the remodeling of the Parish Hall, kitchen, and offices. The campus development architects Carleton Hart will be involved in the planning.

## 2.9 Safe Church Training

- Kevin said the spreadsheet he emailed to Vestry members shows the current status of Safe Church Training completion. The course needs to be completed soon by all Vestry members and needs to be repeated every 3 years.

### 2.10 Other Business

- Warren noted he thought the current meeting was the most productive one since October as it dealt with policy issues.
- There was no other business.

### 2.11 Moment of Grace

- Kevin shared a moving poem by Langston Hughes that was part of a recent concert in which Kevin participated.

### 2.13 Closing Prayer

- Liz offered a closing prayer, and the meeting was adjourned at 7:32 pm.

Respectfully submitted,

Alicia Perkins Lehrle, Clerk