

# Grace Memorial Episcopal Church

## Vestry Meeting Minutes

May 31, 2026

### Members of the Vestry Present

Martha Humphrey (2027)

Nora McLaughlin (2027) Co-Sr. Warden, Rector's Advisor

Kathleen Park-Lindsay (2029)

André Pruitt (2029)

Jennifer Traeger (2028)

Stephen Weeks (2027) Co-Sr. Warden, Meeting Chair

### Clergy Present

The Rev. Martin Elfert

The Rev. Lara Halsey

### Others Present

Alicia Perkins Lehrle, Clerk

### Members of the Vestry and Clergy Absent

Marissa Cheplick (2028), Treasurer

Kirstin Greene (2029)

Shannon Jones (2-year, 2028)

Yetunde Laniran (2029)

## 1. Formation

### 1.1 Opening

- The meeting was called to order at 12:05pm by Stephen with all present briefly sharing one good thing.

## 2. Items

### 2.1 Moment of Grace

- Nora read several quotes from the book Markings by Dag Hammarskjöld.

## 2.2 Roses

- Stephen offered a rose to Martin for all his work connecting Grace with Family Promise, the resulting excellent presentation, and for engineering the process to bring all the pieces together. He also gave thanks to Cameron for hosting a wonderful parish picnic at her cabin in Sandy. Kathleen gave a rose to the Garden Club for the beautiful work on the campus, and Martha offered another rose to Martin for researching the solar project for Grace and submitting a grant request to aid the project.

## 2.3 Consent Agenda

- The Consent Agenda contained a record number of items, which gratified Stephen as breaking a Vestry record was one of his and Nora's goals. The Consent Agenda included the Rector's Report, Shannon's final Family Promise Report, Kirsten's notes on Seth Truby's presentation to the congregation during the State of Grace meeting, a Grace kitchen update, a security system update, a roof replacement update, reports on the ministries, a Grace Sanctuary Centennial Committee update, and the minutes from the April 26, Vestry meeting. Stephen briefly reviewed the Consent Agenda items and noted a financial report was not included as more data is coming. After a discussion, André moved to have the Consent Agenda approved as presented, and Kathleen seconded the motion. There was no further discussion, and the motion was approved.

## 2.4 Finance Committee Proposal

- Stephen reported that the Finance Committee has submitted a proposal to the Vestry to move the Grace Gala for 2027 to April to space out the two major calls for annual funding. After some discussion about a possible conflict with Easter, it was suggested to change the date from April specifically to Spring with the exact date to be announced later. There was no further discussion, and Vestry approved the Finance Committee's amended proposal.

## 2.5 Memorandum Of Understanding (MOU) between Grace Memorial Episcopal Church (GMEC) and Grace Institute (GI)

- Martin said the cooperation between GMEC and GI is great, and the new MOU is essentially the same as last year's. He added it includes some aspirational language regarding shared responsibility for campus maintenance rather than exact monetary amounts. After some discussion, Martha moved to accept the MOU between GMEC and GI, and Jennifer seconded the motion. There was no further discussion, and motion was approved.

## 2.6 Ministry Reports

- Nora said there are a few reports missing, and she was asked to resend the questions Vestry members should be asking their assigned ministry. There was a discussion about how best to share information about all the ministries with the congregation. Suggestions included having someone speak briefly each Sunday about a ministry and having a ministry fair in the Fall to share information about the ministries with opportunities to sign up for one or more. A question was raised as to how connected Grace's ministries are with others in the Diocese. It was also noted the ministries will be expecting further interaction with the Vestry following their contact by the Vestry liaison.

## 2.7 Performance Reviews

- Nora and Stephen are working on a template to use for performance reviews for the staff at Grace. The goal is to find specific, measurable goals. There was discussion about the importance of positive feedback, and not just negative, in order to support and develop all staff members. It was noted skill sets should be built up and not torn down.

## 2.8 Communication Team Update

- Martha provided updates on the work of the Communication Team:
  - A logo has been designed for the Gala, and Martha will discuss with Nick Fox and Sue Jensen how best to incorporate it on Grace's letterhead and other communications.
  - The Communication Team needs to collaborate with Family Promise for the announcement of the partnership of GMEC and Family Promise, which will come out after the MOU between GMEC and Family Promise is approved. There will be a press release to the Oregonian, and the Diocese newsletter, as well as other organizations. A draft of the announcement will be available soon.
  - Martha affirmed work being done by the Centennial Committee, and the need for fundraising and budgets for the sub committees of the Centennial Committee. It was noted the Vestry will want to see the budgets once they are drafted. She said support will be needed by the Building and Grounds Committee and stressed the need for a Jr. Warden. The official kick-off of the Centennial Celebration will be at the Gala in September. Martin was asked to invite the Bishop to attend the 100<sup>th</sup> anniversary date of the first (non-wedding) service in the sanctuary, which will be held on January 24, 2027. The Communications Team would also like the Vestry to appoint a permanent historian for Grace and a historical committee.

### 2.9 Vestry Coffee Hour

- Nora said the Vestry is responsible for Coffee Hour this coming Sunday, June 7. Stephen added he will circulate a list to sign up for items to bring on Sunday.

### 2.10 New Business

- Kathleen commented on the large number of ongoing projects, and there was a brief discussion on how to get more people involved. It was noted Grace is currently in a very busy cycle, and it should calm down in the future. Becoming skillful at issuing invitations to become involved was also discussed.
- The next Vestry meeting is June 28, and there will not be a Vestry meeting in July.

### 2.11 Adjournment

- Martin offered a blessing, and Stephen adjourned the meeting at 1:18pm.

Respectfully submitted,

Alicia Perkins Lehrle, Clerk