

St. Christopher's Episcopal Church Vestry Minutes

21 November 2022 / 6:45 PM / Parish Hall

In Attendance: Senior Warden Chris Mayr, Junior Warden Karen Hartman, Ross Ackerman, Madisen Crow, Alexander Kun, Patrick Ahern, Ann DePaolis-Jones, Leslie Norton, Eric Hedican, Cheryl Bailey, Clerk Robert Williams, and Tom Linder - Finance Team member

Absent: Rector Fr. Randy Johnson

AGENDA:

Opening Prayer and Vestry Covenant Reading: Opening Prayer by Chris Mayr on behalf of Randy and the Vestry Covenant Reading by Karen.

Additions to Agenda: Karen motion approved the agenda; Alexander seconded the motion; unanimous approval.

Minutes Review and Approval: Ann and Karen found some minor corrections and forwarded them to Robert. 17 October 2022 Vestry Minutes: Karen made a motion to approve the minutes; Ann seconded the motion; unanimous approval.

Vestry Team Liaison Reports:

Finance: The income looks pretty good. The offerings income, budgeted is for \$30,000 per month. Last month it was \$33,000. The building use income is budgeted for \$4,600. It was \$1,000 less because we paid about half to Fr. Toua's family who helped park cars for the State Fair. We paid them last month. For YTD (year to date), the offering's income target is \$311,000. The actual amount is \$321,000. The building use is ahead of schedule for income. For several years, there was no building use and we had minimal income.

On the expenses side, while the salary and benefits are always the highest item for a church, ours hasn't been since Randy is part time and we haven't hired a Youth Program director. The facilities are higher than expected. For this month, facilities were about double than we expected. There was a \$5,000 payout for taking down the trees. That payment was the last to take down the trees. Other than taking down the trees, facilities were pretty much close to budget. For facilities' budget, it is behind because of increasing heating expenses.

The Finance Team has asked the Vestry to vote on and authorize official parish contract signers to be done only by Rector, Parish Administrator and Senior Warden. Then have the policy captured in our by-laws and Finance Team policies. Several

Vestry members had questions, wondering if it is wise to have two signers on contracts, why not the Junior Warden and if there was a dollar amount that would justify such signatures. The Vestry decided to table the motion and give it back to the Financial Committee for more clarification and whether it needed the vestry approval by December. Chris asked Tom and Pat to bring it back to the Finance team for discussion and redrafting.

The Finance Team made the decision to close the two close Fund #1100 Capital Campaign Fund and the #902 Building Renewal Fund and move the proceeds into Fund #1200 Reserve Repair and Replacement Fund. The fund # 1100 Capital Campaign and the # 902 Building Renewal Fund, are found to be that they were in the same similar area of funding. With the end of the Campaign, the Fund is no longer needed. The Vestry followed the Financial Committee's recommendations to close the other two funds and consolidate them into one account. Madisen made the motion, Leslie seconded the motion; unanimous approval.

The newest budget was updated this afternoon. Ruth Thillen gave us the current Stewardship Campaign results earlier today. She also shared that the MMS (Mission & Ministry Support) to ECMN has been lowered by \$4,701. This is because we had to declare the PPP (Paycheck Protection Program) loan that was forgiven in the Parochial Report to The Episcopal Church. ECMN has reduced our "Line A" by the amount of the PPP loan before figuring the 13% MMS some good news that the MMS.

There was a brief presentation on the PIF's (Pool Investment Fund) amount(s) losses year to date. The PIF is down for the amount because of the (stock) market The market has taken everyone's endowments down. Pat /Tom:

Altar Guild: On 23rd December at 2:00 p.m the altar guild will be decorating the church for Christmas. Everyone is welcome to attend and help to set it up. Karen

Buildings & Ground: We need to hire a Boilers/HVAC service company. Mark Brilowski has blessed us with his services at no cost for years. And prior to Mark, the late Bill Cross did the same, saving us thousands of dollars each year for decades. With Mark no longer able to do this for the parish, B&G Team chair Jeff Jensen has reached out to three companies for bids of their services. Chris handed out copies of two of the three bids for Vestry interest. The first one was Andy Gieser of AMG Heating and Plumbing, thanks to Pat's reference. We did a walk through with him and he sent us a proposal. The second bid was from SMI. They have been doing the boiler work for the Cathedral of St. Mark's for years. Ruth's husband Mike, who oversaw St. Mark's B&G matters and worked with SMI and strongly recommends them. Chris reached out to a friend at St. Stephens in Edina. They have been using a company called Yale. Yale has given a bid to St. Christopher's as well. This is just an FYI for Vestry, no action is required as this a standard budget matter.

We are going to sign a contract with SMI for \$3,600 to have their weekly boiler service and care work done 7 months of the year (heating season). We will revisit hiring them for the estimated cost of \$4,400 to perform Spring and Fall preventative maintenance. It is important to get the operational &/or maintenance done for the boiler. The actual boiler is relatively new.

The Fall clean-up was postponed last Saturday because most of the work was to be outside on the grounds which were covered by snow. Will re- schedule for April 2023. Chris

Children's Ministries: Hayride recap / Christmas program. Marion sent out a message, "Return to our tradition. By returning to our tradition of revealing the Christmas story and returning the Epiphany Sunday on 8 January to avoid the hustle and bustle of December." Eric

Communications: Pulse of Parish Presenters for 27 November 2022, Eric for the 8:00 a.m. service and (Ann originally) Pat for the 10:30 a.m. service. In January 2023, as Chris Mayr steps off Vestry, he will start as the Communication Team Chair. Madisen

Community Dinner/Keystone: Nothing to add. Ross will talk with Al or Connie (Hendricks). We are not quite at the point of bringing people from the community into the church. We would like to have some guidance from (Rev.) Randy. Ross

Faith Family Well Being: Recap of Refugee Family 30 Oct. Brunch: It went well. 18 November Thanksgiving Dinner: Everybody brought food. The refugee family had tasted all of the food. The refugee family members sat at different tables. While they were eating, they played classical music along with Afghani music. When the lunch was about over, the refugee family were allowed to sit back together. It is a challenge to do enjoyable things with basically complete strangers who do not speak English yet. Thanks to the help of Marion, some of the members from St. George's in St. Louis Park are helping to drive the refugee family to the ESL classes and to other appointments from their St. Louis Park apartments. The refugee family can't get to the ESL Classes by walking because it is about 2 miles away and taking an Uber is very expensive for 5 people. There is a bus that goes by their ESL class place, but 5 adults cannot ride a school bus. Cheryl/Karen

Gardens: The team is looking ahead to next year's garden plans. Leslie

Green Team: Will be collecting old Christmas lights for recycling. Thanks to the Norton kids for doing instructional videos on YouTube teaching us about recycling and composting.

Jean Crow is spearheading the campaign with Oral B/Crest and will be collecting used oral hygiene waste: used toothpaste containers (tubes), toothbrushes, empty mouthwash containers, floss/ floss picks. The box will have a slot at the top. We are not quite sure if Oral B/Crest will provide the box. When the box is filled, we will mail it back to Crest/Oral B. A recommendation to participate in Oral B/Crest recycling program, Leslie and Alexander made the motion; Cheryl seconded the motion, unanimous approval. The little containers might work well for the recycling of the toothpaste containers. The Green team will try to get more of the green bags for composting. Alexander/Leslie

Hearts & Hands, Meals on Wheels: Hearts & Hands made packages for Keystone birthdays last Thursday. Thanks to Jerry “the baker”, who made bread for our homebound folks. We still do Meals on Wheels. Thanks to everyone who participated. Chris

Kitchen, Funeral/Caterer / Special Gatherings: Kathy Ackerman had some issues last Sunday lighting the back burners. Don Shiek will look at the burners. He got about half of the burners to work. Don will show Kathy and Ann the working of the burners. Don came back later to work on the other two burners. Becky is organizing for the Coffee Hour via email instead of calling people. If you are not on the email list, please let Becky know so she can add you to the list.

Many years ago, Anne and Darlene did a Saturday class for the kitchen’s equipment. The hands-on class, around 12 people, gave instructions on kitchen procedures and how to use the equipment. The class had a hands-on aspect to it. It would be nice to have the class sometime in the future. Ann

Catering Funerals: Last Sunday, Ann talked to Karen Hanna about catering funerals but she has not had the chance to talk with Darlene yet. They made some calls for caterers that will work out. They will meet again later. It all depends on what the family wants for the funeral’s meal. Ann does have a menu for Lunds & Byerlys for possible options. Ann knows of a catering service, it is called “Serving Grace.”. We want to make it easy for the family to decide on catering services without giving them too many choices to worry about considering they have important matters to deal with. Ann

Stewardship: 79 pledges have been received. We are near the end of it. Karen told the Vestry the procedures to send the thank-you cards. Each vestry member has no more than eight cards to be sent to parishioners to thank them for their pledge. Karen

Unfinished Business:

Identifying Gifts, Skills & Passions survey results: Vestry liaisons were urged to use instructions and Excel spreadsheets provided by Tom Linder to share with their respective team leaders. The leaders need to reach out to people who are interested in helping their teams. There are about 30 of the usual suspects, the same people who already do things around the parish, who have signed up. Some of them offered to do other things.

Adult Forum: We will have team leaders do presentations at the adult forums in February because this fall forums were booked including Lyn Lawyer doing an Advent program. The new vestry will remind the team leaders that they should come to the adult forum. The adult forum, which occurs between the coffee hours, will enable team leaders to talk about their programs in a public forum. People might be more interested in getting involved if they are in attendance. Chris

Candidates for Vestry and Junior Warden: Chris handed out job descriptions for Senior Warden, Junior Warden and Vestry for Vestry to review and insert in their Vestry books. There are two members committed to join the Vestry. They are following-up on a couple of people for the Junior Warden. Chris

New Business: Annual Meeting Prep: The team leader needs to submit a recap for the year report to Ruth by 15 January 2023 at the latest.

Rector Report:

We welcome our Deacon Christopher Haack to St. Christopher's. We are very grateful that he is joining our leadership team. Christopher will fill a significant role in development and support of outreach efforts, worship leadership, Christian education programming, and pastoral care.

Advent is already upon us! amazing how the seasons have moved forward. The Altar Guild and support folks have planned the decorating of the church and worship planning details. We are grateful for their dedicated service.

Family Worship was held at Roselawn Cemetery Chapel on All Saints Sunday. Attendees had a lovely time worshipping and learning about the resting place of many of our beloved Saints.

The Rev. Canon Blair Pogue's presentation and sermon on Innovative Engagement was well-received. We plan to do follow-up on this initiative very soon.

- 11/23 Thanksgiving Service at 12:15
- 11/27 Sunday Worship Advent 1
- 12/04 Sunday Worship Advent 2 at 08:00 and 10:30

- 12/04 Sunday Family Advent Worship at 4:00
- 12/11 Sunday Worship Advent 3 at 08:00 and 10:30
- 12/11 Lessons & Carols Service at 4:00
- 12/18 Sunday Worship Advent 3 at 08:00 and 10:30
- 12/24 Festival Christmas Eve Worship 4:00
- 12/25 Christmas Day Worship Service 10:00

Church Office is closed 11/25 and 12/26

As mentioned, Deacon Lyn Lawyer will be leading an Advent focused Adult Forum series during the Advent season.

Please encourage and invite family, friends, and neighbors to Advent worship opportunities at St. Christopher's Chris for Fr. Randy

Wardens' Remarks:

Senior Warden: Want to thank everyone for signing up to host coffee. Chris

Junior Warden: Nothing to add Karen

Announcements/Shoutouts: Shoutouts to John Lawyer serving as our Parish Librarian, Jeff Jensen for his due diligence helping with the boiler business of the church, Becky Lucas for helping recruit servers for coffee hour on top of her helping to coordinate the Stewardship Sunday brunch and last week's Thanksgiving meal for our Afghan refugee family.

Compline Reading led by Alexander.

Adjournment: Motion made by Karen and seconded by Ann; unanimous approval.
Chris

NEXT MEETING is 19 December 2022, 6:45 p.m.