

## **Vestry Meeting Minutes, March 29, 2020:**

Vestry members in attendance: Jeff Auglur, Melissa Courtway, Carolyn Scott, Genie Davis, Brett Hardison, Kristina Ward, Melissa Felty, Kris Burford had to leave early, Steve Hurd

Church staff in attendance: Rev. Greg Warren, Peggy Cromwell, Taylor Tennison

Zoom Virtual Meeting started at 1:07pm

Opening prayer: led by Greg Warren

Closing prayer: led by Greg Warren

Meeting adjourned at 2:26pm

### **Priest-in-Charge report:**

#### **Our response to COVID-19**

##### **I. Operations**

- a. Church has been closed since the first week in March; all services have moved online
- b. Entire church building has been deep cleaned and sanitized. We refocused Tammy, Kevin, John and Kay Morgan to cleaning and painting. Prep for return.
- c. As of Thursday March 26, Morgan House, Parish Hall and Education Wing are shut down until further notice. Conway Locally Grown and various 12-Step programs will meet in the lobby. This saves approximately \$450.00/month in electrical/heating. Refrigerators in Morgan House and Parish Hall were cleaned/emptied prior to closing.

##### **II. Staffing**

- a. All full and part-time staff are being paid in full through the pay period ending April 15. This is in synch with Diocesan direction.
- b. Following the April 15 pay period, the following shifts are being planned:
  - i. Sexton, Tammy Heffington, moving from 25 hours/week to 20 hours week (until church is reopened).
  - ii. Kevin Mequet moving from 15 hours/week to 7 hours/week through May. His job is being phased out; we will use volunteer staff for reception Monday-Thursday.
    1. Acolyte/Sunday Server scheduling will transition away from Kevin as soon as possible.
    2. We need volunteers to staff this highly visible role in the church (sends a strong message about being a Program church)
  - iii. EYC and Children's Corner staffing on hold until school reopens in August, 2020.
  - iv. Paid Singers (2 singers paid a total of 187.50/week) put on hold until September. There may be a possibility we can be compensated by Government to keep employees on staff. More to come.

### III. Worship

- a. Pattern: until church reopens, we will continue with amended worship services
  - i. Evening Prayer Monday, Wednesday, Friday @ 6 pm via FB Live
  - ii. Compline Tuesday, Thursday @ 8 pm via FB Live
  - iii. Sunday Service: Morning Prayer (with music) @ 11 am. This will transition to modified Eucharist following Holy Week.
  
- b. Holy Week Services (planned)
  - i. Palm Sunday: Eucharist with music; Palms will be distributed later when we can meet. Diocese has given guidance on having virtual Eucharist.
    - 1. We have enhanced wifi in the nave; we are exploring using Zoom as a way to have virtual community and have assigned lay readers. Is Zoom compatible with FB Live?
  - ii. Holy Monday, Holy Tuesday (7 pm). Evening Prayer with guest preachers. Depending on preachers' preference, we're exploring whether we have live sermon or if it is pre-recorded. Jerusalem and Will McPherson guest preachers.
  - iii. Tenebrae: Service at Camp Mitchell FB Live timed with sunset. No more than 6 people going. May not happen due to Corona virus. Waiting for Bishop's update.
  - iv. Maundy Thursday (7 pm). Eucharist with music. No foot washing. Rev's Peggy and Greg will strip altar at close of service.
  - v. Good Friday (one service, 7 pm). No reserved sacrament; looking at using Zoom capabilities for Passion reading.
  - vi. Vigil: Some variation of EvenSong. Prerecorded music by Patty and Wolf.
  - vii. Easter Sunday: One Service, 11 am. Eucharist with music. Again, would like to incorporate lay readers(Zoom to FB Live option).
  
- c. Easter Season – Pentecost (Sunday May 31). Virtual Eucharist with music each Sunday @ 11 am.
  - i. When we can gather again, we'll have some kind of welcome back celebration. Really play it up!

### IV. Pastoral

- a. Rev. Peggy is putting together a database and a plan to have every parishioner/family unit contacted over the coming two weeks. Will include members of Community of Hope, Vestry, and Clergy.
  - i. Details will be part of Associate's report.
  
- b. One wedding is planned for May (Jay Burford and Kayley Allen). Greg is meeting with them Monday March 30. There is a chance this will be postponed. We are still discussing with the couple. We've postponed initial meeting with a second couple—for October wedding—until the office is reopened.
  
- c. Guidance from the Diocese is that Funeral Services will be attended only by family members (and social distancing will be honored) should the need arise. Larger celebrations can be

postponed until after the pandemic passes.

- d. Two members of the congregation tested positive for the virus and are in Conway Regional. They both have compromised immune systems. The last time they were in contact with others in the church was March 11.

## **V. Fundraising**

- a. Due to generous 'advance giving' by 40 givers, we are ahead of our YTD fundraising by 45% or approximately \$28,000.
- b. A fundraising letter (included) will go out the week of March 30, 2020. We will include two self-addressed stamped envelopes and reminders around online giving. This will allow non-pledge givers to contribute as well as allow pledge givers to catch up (49% of pledge givers are behind in giving; plate and non-pledge giving have dropped 43% in March from Jan-Feb).
- c. Will continue to monitor. We will begin 2021 Stewardship effort in September.
  - i. Need Vestry leadership and a committee formed as soon as we return.

## **VI. Financial Management**

- a. We have developed a revised P+L for 2020 that reflects (1) church closures; (2) reduced giving; (3) reduced capacity to give—hardship/uncertainty.
  - i. Waiting for guidance from diocese on staffing changes, noted above. Especially with changing federal/state support guidance.
  - ii. Will share final revised with Finance Committee and then full Vestry. To be approved in April meeting
- b. Topline: because of advanced giving and cost management, we are able to move from a budget of \$477,073 to a budget of \$391,218 (-18%) without missing diocesan commitment or loan repayment. There are some staffing changes, plus planned turnover, that allow us to meet this new budget. This could change dramatically—positive or negative—as the year goes on.

### **Senior Warden Report:**

Reached out to Rev. Alexander on rector hire. Received letter of agreement, compensation and comps documents from Rev. Alexander. Greg, Jeff, and Brett will meet during this week to review documents to have ready to report to the vestry at rector hire meeting.

Setting up rector hire meeting (Zoom) for Saturday April 4<sup>th</sup> at 1pm. (tentative, can everyone make this time?) Will email Google congregation rector survey reports no later than Tuesday. This document is confidential and only seen by Vestry. Anonymous report.

Genie will know about her schedule Monday.

### **Junior Warden Report:**

**Building/Facilities (Report update from Greg Warren and John Churchwell)**

-EYC Room will be completed March 27.

-Unfurnished, at the moment.

- \$5000 to expand room (\$1000 from EYC Fund)

-Miguel Pena, who did the work for the EYC Room, is giving a bid to pull up the carpet for the library and put new carpet down. There is a \$5000 fund in the memorial account dedicated to the library facility upgrade. This project will not be out of the operating budget. Waiting for memorial committee to vote on.

-Educational Wing hallway has been painted the same color as the lobby.

-Outdoor light for the laundry room as been replaced (for security)

-Spotlights on the chapel window have been replaced. The lights have been adjusted to shine more on the windows.

-Parish Hall Lobby doors and frame have been replaced. Outside arch has been repainted.

Parish Hall bathroom floor has been replaced, all water damaged wood replaced, from toilet leak.

### **Next Projects**

-Morgan House needs to be power sprayed.

-Back of Parish Hall needs to be (carefully) power sprayed.

While we are closed

-Tammy will seal the new lobby floor in the Parish Hall.

-Tammy and Kevin will paint the Parish Hall lobby, Parish Hall bathroom, and main building bathrooms.

-Tammy will deep clean as much as she can between painting projects.

### **While we are closed Part 2**

-No one needs to be in the building, other than staff.

-HVAC Units are on minimum use.

-Anything not used is unplugged.

-We do need to leave lamps on to deter night theft since we don't have a burglar alarm system.

-NA Groups will meet in the lobby.

-Conway Locally Grown will meet in the lobby.

-The Parish Hall, Morgan House, and Educational Building, and Old EYC will be closed with minimum electricity usage.

## **Outreach:**

### **Food Pantry:**

AR Food Bank is remaining open but not allowing people in the building. Claire Losardo picked up meat from AR Food Bank on March 20<sup>th</sup>.

Saturday March 21<sup>st</sup> Food bank was changed to drive through pick up only. Claire, Dalton and Austin Losardo along with Kevin Mequet, Jeff Auglar, Angie Cutler and Greg Warren all worked to ensure Food Pantry ran. The drive through was a success with acceptable social distancing. 31 families were served.

Saturday April 4 Food pantry will be set up as a drive through again. Claire Losardo, Brett Hardison, John Churchwell, Rev Warren, Melissa have volunteered so far. Brett and Claire will set up at 7:30am.

We have gloves. Bring your own mask. Use table to keep distance.

## **New Business:**

### **Program Church discussion**

Hire consultant for assessment to move to Program church. (This will be when we can physically meet again) Retreat

Program Church – Post church size theory docs to Realm Vestry group.

- Priest led vestry
- Lay lead committees report to vestry – Identify lay to lead
  - Clergy/lay Pastoral Care Committee -
  - Worship Committee -
  - Finance Committee – John Shute
  - Stewardship Committee – Vestry lead?
  - Facilities Committee – Junior Warden develop pipeline
  - Outreach Committee
    - Food Pantry
    - EYC
    - ?

Profound loss with Linda Brown. Clergy and congregation missing Linda. Free up more of Clergies time on pastoral care and outreach.

How does the Vestry stay connected? Next official vestry meeting April 26<sup>th</sup>. Two week Zoom Vestry touch base meeting. Touch base Easter weekend.

What are we missing? As individuals, as vestry, as clergy, as parish members.

**Support for Clergy**

Greg to select a priest advisory board of 3 trusted/confidential members for clergy support.

**Vestry Counters:**

On hold until return to physical services