

## **St. Gregory the Great Episcopal Church**

### **Vestry Meeting Minutes**

**November 10, 2020**

**Present:** Jack Armistead, Eddie Bennett, Kelly Black, Rhonda Hefner-Packer, Jane Hudson, Marge Massey, Nikki Mathis, Kathryn Musholt, Caley Ross, Beth Thornton, Lester House, and Chrissy Moffett

**Devotion:** Jack Armistead

Jack read the poem, “Pied Beauty”, by Gerard Manley Hopkins. Discussion followed on the poem. A prayer for diversity and inclusiveness was read in unison.

**Call to Order and Approval of Meeting Minutes:** Nikki Mathis

Nikki called the meeting to order. Copies of the October 13 vestry minutes were distributed in advance of the meeting. A motion was made and seconded to accept the minutes as written. The motion was approved by unanimous voice vote.

**Financial Report:** Nikki Mathis and Les House

Les House provided the October Treasurer’s report in advance of the meeting. For the month of October, revenues were \$2,233 under budget and expenses were \$3,390 under budget. Year to date, revenues are \$14,686 under budget and expenses are \$28,426 under budget. Les noted that the checking account balance was \$22,369. He also noted that administrative expenses were over budget in October since the audit was budgeted in September but paid in October. Discussion followed.

The audit draft has been received. Kathryn and Kelly signed and sent it back to the auditor and are waiting on receipt of the final copy. There were no surprises in the audit. Starting with the October reconciliation, Richard Cooper will be the third-party reconciler which will comply with the separation of duties indicated in *The Episcopal Church Manual of Business Methods in Church Affairs, 2012* for reconciliation of bank and investment accounts.

The power of attorney has been signed for Jason Butler to represent St. Gregory with the IRS. Payroll Solutions reached the same conclusion as the diocese regarding the 2011 payroll issue.

**Rector’s Report:** Nikki Mathis

Nikki provided her report. She noted that the discretionary fund was used in October but that it is well funded. She indicated that she will be part of the Athens Interfaith Thanksgiving Service on November 22<sup>nd</sup> and that Christina is able to join her for weekly services.

**Sacred Pilgrimage:** Nikki Mathis

Nikki provided the vestry with a document entitled *Sacred Pilgrimage* outlining procedures for

walking the labyrinth for prayer and meditation in the parish hall, prayer and meditation before the altar in the church nave, and a Christmas pageant on parade in the parking lot of Barnett Shoals Elementary school. The procedures require vestry approval and a signed certificate submitted to the diocese. Discussion followed. A motion was made and seconded to certify the Sacred Pilgrimage plans presented, with the rector to change the nave date to Friday. The motion was approved by a unanimous show of hands.

Nikki noted that the Sacred Pilgrimage is different from regathering, which has 39 pages of guidelines. A committee has been formed to work on regathering. So far, the committee only has two members and additional members are being sought.

**Memorial Garden Discussion:** Kathryn Musholt

Kathryn provided the vestry a handout on memorial garden costs. She reminded the vestry that until now, the upkeep of the memorial garden has been coming out of the buildings and grounds budget and those purchasing a spot in the memorial garden have not been charged for upkeep. The goal is for the memorial garden is to be self-sufficient. It is the hope that a formal policy with a fee above the market cost of a marker will allow for that. Until that time, upkeep will continue to come out of the grounds budget.

A motion was asked for to formalize the cost of a spot in the memorial garden. A motion was made to change the policy for burial spots/markers for the memorial garden to \$200 plus the market cost of the marker plate, with annual review as needed. This excludes those that are already prepaid. A friendly amendment was made to change the price to \$400 plus the market cost of the marker plate.

The motion was restated that \$400 plus the market cost of the marker plate, with annual review as needed, be the stated price for the memorial garden, effective immediately. This excludes those that are already prepaid. The motion was seconded and approved by unanimous show of hands.

Kathryn concluded by indicating that she is still waiting on a third bid for the walkway.

**Nominating Committee:** Kathryn Musholt

Kathryn indicated that twenty-eight names were suggested by the congregation for the vestry. Four of those have agreed to serve: John Bray, Blaine Everson, Anna Hiers, and LeeAnne Krause. Kathryn will put a notice in the Friday All-Parish News. **Note:** *After the vestry meeting, a fifth name, Julia Marlowe Swagler, was added to the list of proposed new vestry members.*

**Stewardship:** Caley Ross

Caley noted that the drive through drop off for pledge forms was fun, although attendance wasn't extraordinary. So far, 68 pledges have been received totaling \$233,370 in pledges. More pledges are expected, and it was noted that many people wait until the end of the year to pledge.

Bi-weekly meetings will be held for progress reports. Discussion followed. Nikki asked Caley to let her know if pledge reminders are needed

### **Annual Council Meeting**

The annual council meeting will be attended virtually on November 13 and 14 by Kathryn Musholt, Jack Armistead, Jane Hudson, and Mother Nikki Mathis.

### **Strategic Planning:** Rhonda Hefner-Packer

Prior to the meeting, Rhonda shared five documents in a Google folder: a Strategic Plan Information Sheet, handouts 1, 2, and 4, and the detailed strategic plan (handout 3).

#### *Handout #1- Brochure*

An executive summary of the larger document that provides the history of input/ feedback opportunities provided to date. The executive summary provides a 10,000-foot view and will be used as a springboard to an electronic drop down to the strategic plan.

#### *Handout #2- Parts of Strategic Plan*

Defined operationally so we are all on the same page for what each of the terms mean. Within each strategic direction, there are focus areas and goals. Strategy implementation includes actions that need to occur, timelines, and indicators of success.

#### *Handout #4- Strategic Plan Quarterly Report*

Strategic plan accountability. Multiple committees will focus on this and new committees will be formed. Want the document to be used as a friendly communication tool from the committee chair to the vestry liaison to the vestry to communicate implementation progress.

#### *Handout #3- Strategic Plan*

Comments can be added directly on the detailed strategic plan document and Rhonda asked the vestry to focus on the content of the document and not the format. Rhonda would like to receive feedback by November 25 at 5 p.m. and she will bring points of discussion forth at the December vestry meeting.

Rhonda challenges the new vestry to be creative, out of the box thinkers. Nikki and Kathryn thanked Rhonda for all her good work.

### **Food Collection:** Jane Hudson

Starting on December 2 from 4:30-6 pm in the St. Gregory parking lot and continuing the first Wednesday of every month until we are back in church, Jane and Ron will collect food for the Athens Area Emergency Foodbank.

**Other Business:** It was noted that Sacred Ground is an action step of the strategic plan open to the congregation and will be starting later in the month.

The meeting was adjourned at 8:32.

Respectfully submitted by Chrissy Moffett.