

ST. LUKE'S EPISCOPAL CHURCH

MINUTES, VESTRY MEETING, MARCH 28, 2021

The meeting was called to order at 11:4 AM by Rector, The Rev. Neil Tadken. Present were: Sonja Shea, Senior Warden (2021); Lexi Bond, Junior Warden, (2022); Dave Tolemy (2022); Kathy Eisel (2023); Lyn Walsh (2023); Lisa Kiriakidis (2023); Richard Beatty (2021); Raquel MacLaughlin (2021); Christine Pregent (2022). Also present were Steve Baker, Treasurer; Janet Arnold-Clark, Chair Building and Grounds; Susan Goff, Clerk.

The Opening Prayer was offered by Sonja.

The minutes of the February 2021 meeting were approved as submitted.

MSC (Lyn) to approve the Treasurer's Report as submitted.

On the advice of Treasurer Steve, **MSC** (Kathy) to issue a credit card for the Rector to use for Church purposes only.

The Treasurer also reported that some invested funds have matured and need to be re-invested. The Vestry directed the Finance Committee to research possibilities and to report their recommendations to the Vestry at its April meeting.

Building and Grounds Committee Chair Janet reported on the progress of the organ restoration and installation. Parts are on order for relay panels for pipes and for the console. Presently there is no time certain for their arrival. Tiles to replace the metal plates which previously covered the organ cables are being researched/ordered. Lexi has found a pipe ladder that is more suitable and less expensive than the one previously considered. Its cost was previously approved by the Vestry and will be ordered. A vendor has been found to construct the ladder cabinet; he will be sending drawings and will match the walnut finishes in the Sanctuary. The Rose Window repair: **MSC** (Sonja) that Spectra Concrete Tracery be approved to repair the concrete tracery around the Rose Window for a cost of \$7,552. **MSC** (Kathy) that Judson Company repair the upper stained

glass and blue triangle pieces of the Rose Window, at a cost of \$3,000, insurance covering \$2,000.

The Vestry reviewed the Committees and Groups that are part of the on-going governance of St. Luke's and made a number of modifications to those lists. They are appended to these minutes.

Some members of the Vestry have not yet participated in the Safe Church Program. Arrangements will be made for that.

Fr. Neil announced that he will be out of town for the week following Easter, as will the Senior Warden.

The next meeting of the Vestry will be on **Sunday, April 18, 2021** at 11:45 AM.

Following a closing prayer offered by Kathy, the meeting was adjourned at 2:45 PM by Fr. Neil.

Susan Goff

Clerk

St. Luke's Church Teams and Groups

1. **Liturgy Team** - Plans special liturgical events like Advent, Christmas, Lent and Holy Week; also coordinated altar party and lector rotas: Consists of rector, music director, members of the Altar Guild and a Lay Rep.
2. **Altar Guild** - maintains ceremonial objects used in worship, sets up for all liturgies; composed of parish members; Chair is confirmed by the rector.
3. **Hospitality Team** – Creates rotas for hospitality; maintains kitchen; plans special events and coordinates with outside groups using hospitality facilities. Chair is confirmed by the rector.
4. **CareTeam** – Coordinates Lay pastoral care, refers special needs to the Clergy leadership, provides help and support for parishioners; Chair is confirmed by the rector.
5. **Outreach Team** - Provides for community support of outside groups and services; Chair is confirmed by the rector.
6. **Children, Youth and Family** – Coordinates children's programs, childcare, family activities: Chair is confirmed by the rector.
7. **Ushers & Oblations** - Responsible for greeting congregants/showing them to their seats/Safety and emergency response during worship; Collection, presentation and safekeeping of plate offerings; Oblation presentation of bread and wine during the Eucharist, maintains rota. Chair is confirmed by the rector.

Vestry Committees 2021

1. **Executive Committee** - May act on the vestry's behalf between regular meetings and creates the budget; consisting of the rector, wardens, treasurer
2. **Finance Committee** - Approves rector's housing allowance; reviews budget and gives input prior to sending it to the vestry; (consults with Treasurer on Cash investments) meets at least once a year; consisting of treasurer, current and one former senior wardens and two members of the congregation with financial background
3. **Audit Committee** - ensures compliance with the financial practices prescribed by the Episcopal Church, the diocese, external accountants; report due September 1 to the diocese; consisting of treasurer and at least one member of the congregation with financial/tax background (plus ideally one member of a partner congregation), chosen by Finance Committee.
4. **Buildings & Grounds** - counsels and monitors on all matters pertaining to landscaping and physical structures on the church ground, buildings and grounds management; consisting of rector, junior warden, a Committee Chair (appointed by Rector and Wardens) and at least 2 additional members of the congregation; meets on a regular basis.
5. **Legacy Committee** - gives input and determines best ways to handle large gifts; educates and encourages congregation to include St. Luke's in estate planning; crafts policy about how to use legacy gifts; meets at least once a year; consisting of rector, warden, treasurer and a Chairperson (appointed by Rector and Warden) and 2 members of the congregation.
6. **Personnel Committee** - evaluates the rector's performance, recommendations to the vestry regarding rector's salary and benefits; meets as needed, at least once per year; consisting of the wardens, the treasurer, and 2 members of the congregation who are appointed by the senior warden.

7. **Stewardship Committee** - chooses start date, theme, and plans the stewardship campaign; consisting of rector, at least one warden, the treasurer, a Chairperson (approved by the rector) plus at least 2 additional parish members.
8. **Nomination Committee** - solicits names for nomination to the vestry; consisting of one warden, one outgoing vestry member, at least one parish member not seeking election to the vestry.
9. **Protocols Committee** – Ensures compliance with Diocesan Standards for Safe reopening and worship. (Rector / Head of Altar Guild, Liturgical chair / Sr. Warden / Head Usher / Administrator).