

Attending: Jack Drake / John Vintson / Barbara Sloan / Elin Glenn / Phyllis Benington / Barry Ousley / Theresa Marshall / Susan McAlister / Deacon Gerri Aston / Gerry Stewart (Treasurer) / Tom Patchen (Clerk)

Opening prayer.

Motion to approve minutes of 12/18/22 meeting: Barbara/John – all approved.

Vestry meeting time discussion (Jack): all agreed to 12:15PM going forward.

2023 Budget (Gerry):

The proposed budget was presented to the vestry.

- Community Kitchens – Susan advised that a new lease is needed since the old one expired and is in effect on a month-to-month basis. She and Jack will handle, and the rent will remain \$1,000 per month.
- The new budget is based on \$294k in total revenues for 2023.
- The diocese is requesting parishes to give 15% in Covenant Contributions – the 2023 budget is based on our current 12% giving level.
- Staff salary increases will be in the 3%-4% range.
- Most budget items are based on 2022 actuals.
- Office Expense has been reduced from \$6k to \$2k as 2022 had several one-time expenditures.
- The church repair loan payments will come from contributions given for that purpose. Jac has requested the amortization schedule from Rob Morpeth. Payments should begin this month.
- Music – increase anticipated for two paid performers during 2023.
- Bottom Line = \$26k loss for the year
- Jack advised that the \$8,300 in funds for the GED program could be used to offset the deficit since the GED program was canceled by JeffState and the contributing parishes told us to use the funds as we wished.
- Investment account discussion.
- Hospitality expenses should be reduced in 2023 and we are no longer paying to use Trinity Commons for coffee hour.
- Post funeral receptions should be paid for by the families, not the parish.
- 2023 rector salary could vary from current amount depending on if what we pay the new rector is substantially different from current. Also, expenses for health/dental/vision insurance will be a cost we are not currently having to pay.
- Motion to adopt the 2023 Budget as presented with changes: John/Barbara >> All Voted Yes

Church Repairs (Jack):

The repairs to the church are completed.

- Exterior painting of the fascia and soffit and an add-on to the original contract.
- There was much less plaster repair needed than was originally thought.
- Tuesday, 1/24/23, Jack will meet with Johnson-Kreis to get the final bill.

Choir Loft (Jack/Elin):

Sallie Lowe bequeath \$16k to St. Andrew's music fund.

- The original \$50k proposal to entirely rebuild the choir loft was previously rejected by the vestry.

Elin presented a new drawing which would use two-thirds of the existing loft.

- The organ would be recessed into new the structure.
- The bequest should cover most of the cost of the loft remodel.

Red Door Arts (Barbara):

In 2023, several events are planned to include Indian Springs Choir, Jennifer Roth-Burnette workshop and Matt Lang poetry reading/book signing.

Building & Grounds (Tom):

- The cypress at the front of the church has been removed.
- The annual back hillside cutting, and clean-up will need to be done soon (~\$1,500).
- St. Joe's exterior needs some urgent repairs.
- West columbarium and garden clean-up is needed soon.

Fridays during Lent (Susan):

- Father Bill will continue to have stations of the cross at 5:30PM.
- Susan would like to have a series of discussions simple soup dinner.
 - Estate and funeral planning
 - Planned to give
 - Living wills
 - Palliative care discussion

St. Andy's Food Pantry (Gerri):

The pantry leadership met last week to review 2022 finances, and all is well. A formal report will be presented to the vestry before the end of this month.

Emergency Procedures (Elin):

Someone will contact Rebecca Drake to get the emergency procedures manual she updated a few years ago and share it with the vestry.

Permanent Rector Search (Jack):

Last week, Bishop Glenda advised the vestry that we may formally begin the search process.

- Search Committee members are Rebecca Drake, Don Britt, Morgan Meadows, Elin Glenn, Bill Ross and Susan McAlister will serve as the committee leader.
- There will be a meeting with Geoff Evans (Diocesan Canon to the ordinary) to start the process of conducting a search for a permanent rector.
- Next steps: update the parish profile.

Reminders:

- **Diocesan convention, February 2-4: Ty Walling, Emily Pucker and Pat King (alternate).**
- **Mercedes Marathon, Sunday 2/12/23 – parishioners needed to hand out water to runners in early morning. The only church service will be in the late afternoon, time to be determined.**
- **Ash Wednesday, 2/22/23 – drive by ashes (Father Bill) and evening service.**
- **Annual Parish Meeting – Sunday, February 26 at 9:30AM in the nave.**

Next vestry meeting:

- **Sunday, February 19, 2023, at 12:15PM.**

Closing prayer. Adjournment at 1:30PM

Attending: Rev. Rebecca DeBow / Jack Drake / Martha Dameron / John Vintson / Barbara Sloan / Elin Glenn / Phyllis Benington / Barry Ousley / Susan McAlister / Deacon Gerri Aston / Gerry Stewart (Treasurer) / Tom Patchen (Clerk)

Opening prayer

Minutes of the 1/22/23 vestry meeting approved by acclamation.

Diocesan Wardens Meeting was attended by Jack on 2/18/23.

Financial Statements (Gerry):

- The 2023 budget still needs to be corrected on the statements.
- January 2023 operated at break-even – revenues and expenses about equal.

Stewardship (Jack):

- Pledged for 2023 are running about \$9k higher than actual pledge payments in 2022.
- Barry and Fergus have made a video about the church repairs which includes an appeal for contributions to help pay down the loan.
- Stewardship needs to become an all-year effort – not just in the fall.

Search Committee (Susan & Elin):

- The committee met with Geoff Evans last week. The vestry needs to approve a compensation package to be offered for a permanent rector. The committee proposes: Salary & Housing \$85,000 + Pension (18%) \$15,300 + Insurance (Family) \$22,512 = \$122,812. This amount would enable a national search.
- The timeline for the search is estimated to be about six months:
 - March – complete and distribute survey
 - April – review survey results and meetings with parishioners
 - Update parish website, get new photos of campus, complete parish profile
 - Present candidates to vestry by August/September
- The vestry agreed to allocate \$1,500 to the search committee at this time for related expense and will reevaluate in the future based on needs.
- Motion: The vestry of St. Andrew's charges the Search Committee as follows:
 1. Develop a parish profile, an OTM portfolio, an updated web presence and to describe the congregation, the special responsibilities of the rector and the skills required in the next rector.
 2. Interview and evaluate candidates for rector.
 3. Keep the congregation informed about the process of the search.
 4. Recommend to the vestry one person it should elect as rector.

First/Second: John & Barbara – All voted Yes. Motion passed.

- The vestry decided to take more time to consider the compensation amount to be set for the position of rector for the search committee to use.

Buildings & Grounds:

The vestry approved an expenditure of \$2,500 for Greener Grounds to clear and clean up the back hillside as soon as possible.

General Discussion:

- The Alabama Plan / Transform Alabama
- Organist fee will be \$200 for funerals.
- Funeral receptions must be arranged and paid for by the family.
- A more systematic approach is needed to attend to parishioners who cannot come to church due to illness or infirmity.

Upcoming:

- Wednesday 2/22/23: Ash Wednesday – “Ashes in the Parking Lot” during the day and church service at 6:30PM.
- Fridays in Lent: 5:30PM Stations of the Cross followed by legacy planning discussions and simple meal.
- Sunday, 2/26/23 – Annual Parish Meeting at 9:30AM in the nave: distribute parish annual report, stewardship presentation, search committee presentation, questions & answers.

Next vestry meeting:

Sunday, March 19, 2023 at 12:15PM in the meeting room.

March 19, 2023, 12:15PM

St. Andrew's Episcopal Church

Monthly Vestry Meeting

Attending: Rev. Rebecca DeBow / Jack Drake / John Vintson / Barbara Sloan / Elin Glenn / Phyllis Benington / Barry Ousley / Susan McAlister / Theresa Marshall / Deacon Gerri Aston / Gerry Stewart (Treasurer) / Tom Patchen (Clerk)

Opening prayer

Minutes of the 2/19/23 vestry meeting approved by acclamation.

Financial Statements (Gerry):

- February 2023 operated at a large surplus because of pledges paid in advance and a large contribution for the choir loft remodel.
- Susan pointed out that Community Kitchens has been paying Republic Services (dumpster) when they are not supposed to. The church will owe CK for two months. Also, we are being charged for a lock which is not on the dumpster.
- The gas bill has been excessively high and needs to be checked.

Parish Membership (Rebecca):

- A new parish record book has been purchased and will be updated for all current members – and used for new members.
- Some former parishioners will be coded as “inactive” and not included in the parish directory – but their information will be maintained for other communications.

Search Committee (Susan & Elin):

- The committee has been keeping the parish updated on the process.
- The parish survey was emailed to active and inactive members last week for input.
- There will be a parish feedback meeting (with lunch) after the 10:30AM service on Sunday 4/17/23.

Buildings & Grounds:

- The annual cutting of the back hillside has been completed.

Toforest Johnson Banner:

- Jack will meet with the banner tour organizer on Tuesday.
- The banner is 25' long and it was decided that the back hillside, facing UAB, would be the best place to display it.
- Nobody on the vestry was opposed to displaying the banner calling for a new trial for Toforest Johnson.

General Discussion:

- Kelley Hudlow will be the new administrator for Trinity Commons. She will need time to get up to speed before we approach her with St. Andy's Pantry ideas.
- Emily Collette is searching for grants to develop campus ministry.
- Sunday evening church services are held in the TC chapel every Sunday evening at 6PM.

- Elin is working on updated parish t-shirt designs.
- Red Door Arts - Barbara is working with Cody to organize musical events for Tuesdays this summer. These would be paid events to benefit the parish music program.

Upcoming:

- Fridays during Lent: Stations of the Cross at 5:30PM followed by simple meal and discussion.
- Thursday 4/7/23: Maundy Thursday service at 6:30PM.
- Thursday 4/7/23 – Friday 4/8/23: Vigil at the Altar of Repose.
- Friday 4/8/23: Good Friday service at 12PM (noon).
- Saturday 4/9/23: Easter Vigil at 7:00PM with Bishop Glenda -blessing of the vestry - followed by small reception in Trinity Commons.
- Sunday, 4/10/23: Easter Sunday service at 10:30AM (one service only).
- Saturday, 4/15/23: Memorial Service for Jimmy Douglas at 2:00Pm followed by a reception in Trinity Commons.
- Sunday, 4/16/23: Baptism of Jacob Harris / professional photographer on site to take photos for parish profile.
- Sunday, 4/23/23: Red Door Arts with Jennifer Roth-Burnette.
- Sunday, 5/21/23: Evensong with Bishop Glenda with confirmation and blessing of the choir loft

Next vestry meeting:

Sunday, April 30, 2023, at 12:15PM in the meeting room.

Addendum:

(Susan McAlister)

We pay a dumpster fee but not for lock rental. Charlie said because of where the dumpster is at Grace, they do have a lock rental. CK pays for the dumpster at Grace. CK also has a separate Spire bill for their gas range. I do not know where that meter is. Ms. Speights, the new CK-ED, asked me for the Exhibit A to the lease which Randy Yarbrough told me describes the range, etc - other heavy kitchen items that were purchased through CK (ie they are not our fixtures). Randy was supposed to give me a copy of that EX. A. Rebecca and I looked in the CK file yesterday and it is not in there. I asked Ms. Speights to look for it in her office. I gave her a copy of the lease for 2023 which needs to be signed by Lessor-St. A and Lessee-CK. The only change is the date. Vestry agreed their rent is still \$1000 a month. St. A pays for dumpster at St. A and janitorial service. I do not believe Randy ever gave us a copy of their liability policy (which is required in the lease). I will ask Ms. Speights about this.

All, As you recall, the Vestry voted to continue the lease with CK at the same rental rate of \$1000/mo. St. A pays for the dumpster at St. A (we need to see if there are any companies who are cheaper. Republic's prices have gone up significantly from last year); St. A pays for janitorial services for the entire building except for cleaning the kitchen CK uses; St. A pays utilities except for the separate gas line CK has for its oven (has anyone ever seen that meter?) Ms. Speights, the new ED of CK, said CK has its own Spire account. I have spoken with Ms. Speights and she wants me to clarify items 3 and 7 in the lease.

#3. Care and Maintenance of Premises. St. A responsible for exterior walls, roof, common areas, foundation, structural. St. A responsible for mechanical, electrical, plumbing and heating and air conditioning. Ms. Speights' concerns were with the i.e. in parentheses-"only portions of central

distribution but not branches which serve only Lessee's exclusive space". I believe we need to be more specific and/or remove this because CK only space that could be considered exclusive are their office, the kitchen CK uses and their pantry. I believe we should say that if they should have a plumbing problem (their sink backs up), gas line or electrical problem with a refrigerator or freezer, that is CK responsibility. Ms. Speights also was concerned about the last sentence of #3 which states if CK does not make repairs deemed necessary, St. A can make those repairs and bill CK (and costs would be due and payable in 30 days). I believe Vestry needs to discuss this. #7. Use and Removal of Fixtures. We need to get a list of the commercial appliances and fixtures in the CK kitchen. It is my understanding that CK got a grant to pay for these(?) Ms. Speights wants an understanding that if St. A should want to use the kitchen for any reason, St. A must give reasonable notice. I agree with this.

April 30, 2023, 12:15PM

St. Andrew's Episcopal Church

Monthly Vestry Meeting

Attending: Rev. Rebecca DeBow / Jack Drake / John Vintson / Barbara Sloan / Elin Glenn / Phyllis Benington / Barry Ousley / Susan McAlister / Theresa Marshall / Gerry Stewart (Treasurer) / Tom Patchen (Clerk)

Opening prayer

Minutes of the 3/18/23 vestry meeting approved by acclamation.

Financial Statements (Gerry):

- March 2023 operated at a \$2,500 deficit.
- Operating account balance is falling steadily because of higher expenses and loan payments, and we may have to transfer funds from reserve soon depending on how the funds received to pay off the repair loan is handled.
- The Clarke Fund proceeds (\$4,700) can be used only for the music program.

Building Repair Contributions (Jack):

- Jack thinks the ~\$20k received to pay off debt should be sent to the diocese now and applied to the principal balance of the loan.
- Jerry thinks the funds should be held by the parish and that the ~\$1,500 per month payment should be made each month from those funds.
- As a compromise – Jack will speak with Rob Morpeth at the diocese to see if we can pay \$20k now (approx. \$1,500 x 13) and not make any monthly payments for the next 13 months – then resume the \$1,500 per month for the remainder of the loan.
- MOTION: If diocese agrees, we will pay \$20k towards the loan now and not pay for 13 months – then resume monthly payments at the \$1,500. 1st Elin / 2nd John – All voted yes. Motion Passed. ** Update 5/1/23 (Jack): I just got off the phone with Rob Morpeth. I told him that we want to pay \$20,000 on the principal of our loan and not make payments for up to 13 months. During the interim interest will accumulate on the unpaid balance. Rob said he had no problem with this proposal and will put a note in the file memorializing this modification to our agreement.

Annual Parish Audit (Rebecca):

- Three persons are needed to audit the parish finances and policies for 2022.
- Phyllis Benington volunteered.
- Rebecca will check Don & Randy – Barbara will ask Jackie Hester.

Organist Salary (Jack):

- Cody has put in many hours and performed extremely well since he started working last September.
- Cody's performance will be formally reviewed in September.
- MOTION: Give Cody Lawyer a \$1,000 bonus to thank him for his excellent job performance. 1st Elin / 2nd John – All voted yes. Motion Passed.

Sallie Lowe Excess Funds (Jack):

- Jack advised that Sallie Lowe's son, Rusty, gave \$25k for the choir loft renovation and since the cost was well under budget there is approximately \$9k remaining. Jack got approval from Rusty to have it added to the Clarke fund.
- Elin presented an alternative for the funds which would also resolve issues we do not want our new rector to have to deal with:
 - "Down Home, High Church"
 - Sound system improvements (new sound mixer)
 - Lighting panel upgrade
 - Video system upgrades
 - Electronic communications
- Total cost of the proposal (now and future) is ~\$9k. Elin will speak with Rusty to get approval to use the funds for these projects.

Trinity Commons (Rebecca):

- In 2022 a private donor paid \$5,200 for use of TC for coffee for a year.
- For the past few months, we've not paid for using TC.
- Options:
 - Renegotiate a charge per use.
 - Move coffee hour to loft area.
 - Use family area in nave (several said "no")
- Meeting with Kelley Hudlow, Tuesday 5/9 3pm to discuss TC usage and future – approach as "how can we help with campus outreach?"

New Rector Compensation Package (Jack):

After lengthy discussion including ideas for year-round stewardship efforts (House Eucharist talks, Alabama Plan, Incremental Giving, etc.:

MOTION (Susan) / 2nd Jack

The vestry approves a compensation package for a new rector to be used by the search committee in their work as follows:

Salary & Housing Allowance \$85,000

Pension Contribution (18%) \$15,300

Medical/Dental/Vision Insurance ~ \$22,512

Total Package Parish Cost: \$122,812.00

All present voted Yes – nobody voted against.

Motion Passed.

Red Door Arts (Barbara/Elin):

- Summer music series
- Tithely not workable for collecting fees.
- Ok for Elin to create direct EventBrite account for parish.
- Scott Stephens' art show

Upcoming:

Feast of the Ascension – Thursday, May 18, 6:30pm followed by covered dish in TC.

Confirmation & Choir Loft Blessing with Bishop Glenda (not a full mass – no communion) – Sunday, May 21, 5:00pm followed by reception.

Next vestry meeting:

Sunday, June 25, at 12:15PM in the meeting room.

June 25, 2023, 12:15PM

St. Andrew's Episcopal Church

Monthly Vestry Meeting

Attending: Rev. Rebecca DeBow / Jack Drake / Martha Dameron / John Vinton / Barbara Sloan / Elin Glenn / Phyllis Benington / Barry Ousley / Susan McAlister / Gerry Stewart (Treasurer) / Tom Patchen (Clerk)

Opening prayer

Minutes of the 4/30/23 vestry meeting approved by acclamation.

Music Presentation (Cody Lawyer):

The presentation is attached to these minutes. Cody presented a recap of the 22/23 music season and proposal for 23/24 season:

- Hire two additional paid choral scholars (alto and bass) @ \$50 per call – funding for this is already available through the end of 2023 but would require additional funding in 2024. The additional cost per full season would be \$7,100.00
- Choir exchange trip / London 2024:
 - \$4,029 per performer = \$36,261
 - Funded by: St. Andrew's, choir members, direct donations
- Motion by Jack Drake: St. Andrew's will pay \$9,000 towards the London 2024 choir trip, payable when required, with the understanding it is fully refundable prior to 10/1/23. The balance of the trip cost would come from other sources. Seconded by Elin Glenn. Vote was 6 Yes and 2 No. The motion passed.

Financial Statements (Gerry):

- May 2023 financial statements reviewed. (attached)
- 2023 Financial audit will be headed up by Jackie Hester.
- Rebecca discussed a diocesan initiative for landscaping improvements. She would like to explore this for the corner of 10th Avenue and 12th Street.

Trinity Commons Meeting (Rebecca):

- Meeting with Kelly Hudlow to brainstorm about the future of Trinity Commons and campus ministries at 4:30pm followed by a service and dinner.

Search Committee (Susan McAlister):

- The parish profile has been approved by the diocese and will be posted online next week.
- Geoff Evans with the diocese is working with the Office of Transition Ministries
- The profile will be posted with the Episcopal News Service for 1 month for free.
- Parishioners may nominate clergy to be considered for the rector position.
- The diocese will vet all applicants and has the right of first refusal.
- Once candidates are identified, they will have a meet & greet with the vestry – but the search committee will perform the interviews and make the final recommendation for the vestry to vote on.

Stewardship (Barry Ousley):

- Barry has compiled a reference binder of stewardship processes and documents for future use.
- The future approach will be to promote incremental tithing all year long.
- Elin requested online tithing options.

St. Andy's Food Pantry (Jack Drake):

- The pantry leadership has asked for vestry approval to spend \$1,000 (already donated by an outside source) to get a professional assessment to build a new pantry building on the vacant lot between the parking lot and St. Joe's.
- Motion by Jack / seconded by John: Allow pantry leadership to spend \$1k on land assessment for new pantry building. All approved. Motion passed.

Next vestry meeting:

Sunday, July 16, 2023 at 12:45PM in the meeting room.

July 16, 2023, 12:15PM

St. Andrew's Episcopal Church

Monthly Vestry Meeting

Attending: Rev. Rebecca DeBow / Jack Drake / Martha Dameron / John Vintson / Barbara Sloan / Elin Glenn / Phyllis Benington / Barry Ousley / Susan McAlister / Gerry Stewart (Treasurer) / Tom Patchen (Clerk)

Opening prayer

Minutes of the 6/25/23 vestry meeting approved by acclamation.

Choir Trip to London 2024 (Rebecca):

- In addition to the \$9,000 contribution from the parish, the choir members have pledged an additional \$3,600 for the trip cost (travel & lodging).
- Individual contributions from vestry members should be made known to Rebecca.
- Cody will give a presentation at coffee hour next Sunday.

Sound System in Nave (Elin):

- A sound system professional evaluated our set up and made recommendations.
- In addition to some new equipment and cabinet will need to be built to house it in the back of the nave in the usher area.
- The cost of equipment and labor will use up the remaining \$9k from the Sallie Lowe bequeath – this expenditure was approved in a previous vestry meeting.
- The matter was tabled until additional costs could be nailed down.

Attracting New Parish Members (Rebecca):

- Levels of membership: Apostolic, Sacramental, Christmas & Easter, Vicarious
- New attendees and visitors need personal connections to draw them into the circle.
- Small church issues and traditions can sometimes be detrimental to making new members feel included.

Financial Statements (Gerry):

- Pledge income coming in higher than budgeted.
- Plate income is below projections.
- Overall the finances and cash position are good.

Stewardship (Barry):

- Tithing discussion

Miscellaneous (Rebecca):

- Humane squirrel trap on church roof
- Community Kitchens kitchen door repair scheduled.
- Grounds clean-up needed.
- Estimates for work to beautify area on corner of 10th Ave & 12th Street are needed to apply for Diocesan grant.
- Back hillside chemical treatment needed to control growth.

- Area on back side of Trinity Commons needs clearing.
- Use of Trinity Commons is open now.
- Letter to parish from Cody regarding choir trip.
- Red Door Arts upcoming events.
- Alabama Arise dues are to be paid soon (\$500).
- Death penalty reform (Cindy Carter).

Search Committee (Susan):

- Vestry needs to consider cost of paying travel expenses is we have out of state applicants.

Rebecca will be on vacation and away the next three Sundays. Our supply priests will be Cindy Carter and Bill King.

Next vestry meeting:

Sunday, August 20 at 12:15PM in the meeting room.

August 20, 2023, 1:00PM

St. Andrew's Episcopal Church

Monthly Vestry Meeting

Attending: Rev. Rebecca DeBow / Jack Drake / Martha Dameron / John Vintson / Barbara Sloan / Elin Glenn / Phyllis Benington / Teresa Marshall / Susan McAlister / Gerry Stewart (Treasurer) / Tom Patchen (Clerk)

Opening prayer

Minutes of the 7/16/23 vestry meeting approved (Barbara/John and all voted yes).

Financial Statements (Gerry):

- Total revenues are coming in higher than budgeted by \$31k.
- After factoring out all revenues and expenses related to the building repairs we are about \$11k ahead of budget overall.
- \$5k donation from a private trust will go into the undesignated reserve account per Charlie's recommendation.
- Bookkeeper Charlie will be off for several weeks.
- Jackie Hester withdrew from the parish audit. Jack will contact Fergus Tuohy or Duane Smith to see if they will do it.

Rally Day ~ Sunday, 9/10/2023 (Rebecca / Barbara):

- It will be a "Welcome Sunday" focused on newcomers.
- Newcomer goody bags & balloons will be provided.
- Grounds clean-up day will be held Saturday, 8/26/23 to spiff up the place.
- Special coffee hour in Trinity Commons after the service.
- The choir returns and some new acolytes will begin.
- Christian education/formation classes begin.
- Each vestry person was given a phone call list to invite people.

Building & HVAC Repairs (Jack):

- The air conditioning compressor serving the upper sacristy needs to be replaced. Polar Bear will do the work in a week or so. Cost to be determined.
- The Polar Bear contract for twice yearly service is \$1,800 per year - and quarterly service would be \$3,600. Martha voiced that we should stay with twice yearly service since extra servicing would not prevent breakdowns.
- The heavy-duty kitchen door in the parish hall was replaced at a cost of \$1,700.

Stewardship (Rebecca):

- Barry has composed letters to be sent to the congregation.
- Theme this year: "Transforming Generosity".
- The pledge cards will be amended to remove the line for extra giving to go towards paying off building repairs debt.
- Elin will purchase Canva graphic software license (for up to five users) at a cost of \$300 (which was previously approved by the vestry).

College Campus Outreach / Trinity Commons Usage (Rebecca):

- A meeting held prior to vestry meeting came up with several ideas for St. Andrew's participation in college campus outreach which will be presented to Kelly Hudlow next week.
- Kelly has set up an online calendar for scheduling usage of Trinity Commons.
- Elin will set up a Facebook event and get banners.

Diocesan "Parish Growth Conference" Report (Rebecca, Jack, Barbara, Phyllis):

- "Don't mix Time & Talent with Treasure" – stewardship should be separated from soliciting participation in committees/events.
- A separate "Ministry Fair" may be held early in the year to get new participants.
- It's important to distill those things unique to St. Andrew's and use those to attract new members: social justice issues.
- Banner with "Generous Hearts ~ Progressive Minds" should be displayed more regularly.

Sundays with Youth (Rebecca):

- Vestry members should spend one Sunday with youth.
- Ideas included instruction on: acolyting, altar guild.

Search Committee Report (Susan):

- A candidate will be in Birmingham next week to visit the parish.
- The Drakes will host a "meet and greet" at their home on Thursday, 8/24/23.
- Vestry members will attend from 5pm – 6pm and will then leave.
- Search committee will stay and have dinner with the candidate.

Annual Vestry Election (Rebecca):

- Sunday, 10/15/23 between the services – to be announced in the weekly updates.
- Teresa Marshall is resigning from the vestry at the end of this year, Since she was filling the remaining two years of Sharon Fugate's term, whomever is elected will complete one year.
- Four vestry seats will need to be filled: Three 3-year terms and one 1-year term. Those departing are Jack Drake, Martha Dameron, Barry Ousley and Teresa Marshall.
- Jack and Martha will work to solicit candidates. If Barry decides not to run for vestry, he will assist.
- Two convention delegates and one alternate will also need to be elected.

Next vestry meeting:

Sunday, September 24 at 12:15PM in the meeting room.

September 11, 2023, 5:30PM

St. Andrew's Episcopal Church Special Vestry Meeting (Via Zoom)

Attending: Jack Drake / Martha Dameron / John Vintson / Barbara Sloan / Elin Glenn / Phyllis Benington / Theresa Marshall / Susan McAlister / Barry Ousley / Tom Patchen (Clerk)

Opening Remarks (Jack Drake):

The vestry has been called to this special meeting to get a report from the Rector Search Committee and consider a candidate being put forth to become the next permanent Rector of St. Andrew's Parish.

Search Committee Chair (Susan McAlister):

Susan received a phone call today from Rev. Geoff Evans, Canon to the Ordinary for the Episcopal Diocese of Alabama, advising Susan that Bishop Glenda Curry has given her endorsement and approval of Reverend Peter A. Helman for the position of Rector of St. Andrew's Parish.

Susan further advised that the committee is submitting Rev. Peter A. Helman to the vestry with the recommendation that he be offered the position of permanent Rector of St. Andrew's Parish subject to the terms previously approved by the vestry regarding salary and benefits.

MOTION (Jack Drake):

The vestry shall approve that Senior Warden, Jack Drake, be authorized to extend an offer and present a Letter of Agreement to Reverend Peter A. Helman for the position of permanent Rector of St. Andrew's Parish, subject to the salary and benefit terms previously approved by the vestry.

The MOTION was seconded by Barbara Sloan.

A voice vote was held on the MOTION:

All nine members of the vestry voted "Yes". The MOTION passed unanimously.

Closing Remarks (Jack Drake):

Jack will phone Rev Peter A. Helman as soon as practicable to extend the offer to become the permanent Rector of St. Andrew's Parish. If accepted, Jack will sign the Letter of Agreement and send it to Rev. Helman for his signature. Upon return, Jack will submit the Letter of Agreement to Bishop Glenda Curry for her signature.

Next vestry meeting:

Sunday, September 24 at 12:15PM in the meeting room.

Attending: Jack Drake / John Vintson / Barbara Sloan / Elin Glenn / Phyllis Benington / Theresa Marshall / Susan McAlister / Barry Ousley / Gerry Stewart (Treasurer) / Tom Patchen (Clerk)

Opening prayer

Minutes of the 9/24/23 vestry meeting approved by acclamation.

Financial Statements (Gerry):

- Total revenues are coming in higher than budgeted.
- After factoring out all revenues and expenses related to the building repairs, we are about \$18,600 ahead of budget overall through the end of September: a deficit of \$4,400 versus a budgeted deficit of \$23k.
- Discussion about accumulated building repair contributions.
- Motion (Jack/Phyllis): Authorize Jack to direct Charlie to remit \$9,000 in accumulated building repair contributions from the McPherson (unrestricted) account to the Diocese to apply to our loan balance. All Approved – Motion Passed.

Audit Report (Jack):

- Independent auditor, Thomas Damman CPA, completed the external audit of parish finances and procedures. Jack sent the report to all vestry members and will send to the diocese.

Communications & Social Media (Elin):

- Realm is the choice of the Diocese for parish financial records, but it also has a communication feature.
- Mail Chimp is easier to use for parish communications. Pledgers not previously on the email distribution list are now being added automatically. We have approximately 300 on our email distribution list.
- Elin is working with Carolyn to simplify the mid-week update and link it with the parish web site.

Sound System (Elin):

- Auburn Productions has submitted a quote of \$6,778 for a sound system upgrade (excluding speakers already in the nave).
- A specialized desk to house the sound system controls will need to be purchased and installed at the rear of the nave: special hardware, mounts and must be locking.
- Motion (Elin/Theresa): Authorize Elin to approve the purchase of a new sound system for the nave from Auburn Productions for \$6,778.00. Also, approve an additional \$2,000 for the purchase of a specialized table/desk to house the sound system and electrical work. Total expenditure not to exceed \$9,778.00. All Approved – Motion Passed.

Campus Ministries (Elin):

- Elin met with Jenn Manning, diocesan Missioner for Youth, College and Young Adults, to discuss our parish involvement in campus outreach,
- Topics discussed included periodic get-togethers of parish representatives throughout the diocese to discuss campus ministries, funding from the diocese.

Messy Church Idea (Theresa):

- The purpose is to attract neighborhood families not affiliated with our parish or the Episcopal church for a weekday evening, informal service to include children.

Red Door Arts (Barbara):

- Sunday 10/29/23: Writing as a Spiritual Practice with Pat Anderson Flowers - lunch included.
- Wednesday 12/27/23: Christmas Readings.
- Epiphany: Hymn-Sing.
- TBA: Indian Springs School choir.

St. Andy's Pantry (Phyllis):

- This week's pantry saw the largest turn out on record with 110 families served.
- The preliminary sketch for a new building is not to scale.
- Cheryl Morgan, retired architect, has agreed to assist with planning.
- Long range planning committee needs to be revived.

Vacation Bible School – Summer 2024 (Jack):

- Rebecca has tentatively set the dates at July 8-12, 2024.
- She is requesting a budget line item of \$2,500.
- It will be free to attend with snacks and lunch included.

Stewardship 2024 (Jack / Barry):

- Ten pledging units with \$78k pledged so far.
- Barry urged vestry members to volunteer to speak on Sundays after announcements.

Grounds (Jack):

- The tree on the northwest edge of our property (behind the strip mall) is diseased and needs to be removed.
- Tom will contact Eastern Tree Service (which removed the large oak a few years ago) to get a quote to cut down the tree – the stump will not need to be ground since it's near the back alley and this will save several hundred dollars. Tom will distribute the quote to the vestry for consideration when he gets it.
- A long-term solution is still needed to control the growth on the back hill side. It costs \$3,500 per year to get it cut back each spring.

Miscellaneous:

- Phyllis suggested we look into a rope for bell ringing.
- John advised that someone wants to gift a standing cross for the altar in the Mary chapel. The Gifts & Memorials Committee was headed by Richard Thames. Jack will call Richard next week to see if he wants to continue to head that committee and consider this gift.

- Theresa suggested vestry orientation for incoming, new members.
- Discussion about reinstating the Vestry Covenant which is signed by all vestry members at the beginning of the new year.
- Vestry Election results:
 - Ben Johnson (1 year)
 - Morgan Meadows (3 years)
 - Barry Ousley (3 years)
 - Jason Quarles (3 years)
- Convention 2024 Delegate results:
 - Rebecca Drake
 - Jack Drake
 - Ty Walling
 - Phyllis Benington (alternate)

Next vestry meeting – with Father Peter!

Monday, November 20, 2023, at 5:00PM in the meeting room.

Attending: Rev. Peter Helman / Jack Drake / Martha Dameron / John Vintson / Barbara Sloan / Elin Glenn / Phyllis Benington / Susan McAlister / Barry Ousley / Gerry Stewart (Treasurer) / Tom Patchen (Clerk) / Newly Elected Vestry 2024 (non-voting): Ben Johnson, Jason Quarles, Morgan Meadows

Opening prayer

Minutes of the 10/22/23 vestry meeting approved by acclamation.

Financial Statements (Gerry):

- Total revenues are coming in higher than budgeted.
- After factoring out all revenues and expenses related to the building repairs, we are \$25k ahead of budgeted revenues through the end of October and expenses are \$1,500 higher than budgeted. This nets to an actual overall deficit for the year of ~\$2,500 (versus a budgeted deficit of \$25k through the end of October 2023).

Diocesan Loan (Jack):

- Jack confirmed that an additional \$9k of accumulated loan contributions has been remitted to the diocese. The current loan balance is \$53,265.
- Jack reviewed several repayment options offered by the diocese including deferring the restarting of loan payments through the end of 2024.
- 2024 pledges to date – 51 units totaling \$195k.
- We need about \$240k per year to break even (if we have no major outlays).
- Gerry noted that last year many pledges were received in December & January.
- Motion (Phyllis/John): Wait until the December vestry meeting 12/17/23 to decide on diocesan loan repayment. All voted Yes.

Salary Increase for Organist/Music Director, Cody Lawyer (Fr. Peter):

- Cody was hired in 2022 for $\frac{1}{4}$ time at \$30k. He has been averaging working 31 hours per week during 2023 which amounts to $\frac{3}{4}$ time and his performance has been outstanding.
- Father presented documents from the Assn. of Anglican Musicians (attached) which support a salary of \$50k per year for $\frac{3}{4}$ time (30 hours per week).
- Motion (Jack/Elin): Increase Cody's salary to \$50k per year effective 1/1/2024.
- Discussion of Motion included –
 - Concern whether revenues in 2024 would be able to cover this increase.
 - Would Cody want to join the health/dental insurance plans and at what cost.
 - The portion of the employer's payroll taxes would increase and need to be factored into the over cost to the parish.
- Vote: Yes = 4 and No = 4. The motion did not pass.
- This topic will be on the 12/17/23 vestry meeting agenda for further consideration, and we will know better about 2024 pledge revenue, 2024 budget projections, more inclusive information about the total cost (including possible insurance) and can better make an informed decision.

Vestry Retreat (Fr. Peter):

- Meet to discuss the role of the vestry, learn the rules and by-laws, vestry covenant.
- Tentative date = Saturday 1/27/2024 – location to be decided.
- Barbara Sloan will put together a vestry resource guide for each vestry member.

Upcoming Parish Events (Various):

- Thanksgiving Day 11/23/23 – No service
- Thursday 11/30/23 – Feast of St. Andrew 6:30pm service followed by potluck in Trinity Commons.
- Sunday 12/24/23 – Christmas Eve
 - 3:30pm Family Service
 - 10:00pm Choir
 - 10:30pm Midnight Mass
- Monday 12/25/23 – Christmas Day service at 10am
- Saturday 1/6/24 – Epiphany
- Wednesday 1/24/24 – Investiture of Fr. Peter as 18th Rector of St. Andrew's parish.
- Saturday 1/27/24 – Vestry retreat
- Thu 2/8/24 – Sat 2/10/24 – Diocesan Convention
- Feb / Mar 2024 – St. Andrew's Parish annual meeting.

Homeless Situation (Jack):

- At various times, homeless persons have been living and toileting on parish property.
- In the past, we have been tolerant but have had to make several people leave the property and recently had to call the police to diffuse a situation on the front porch of St. Joe's.
- Discussion included: possibly bringing back a porta-potty, improve lighting around the property, cutting back the shrubbery next to the entrance of the offices to discourage toileting and other activities in the bushes.
- Susan will contact "Family Promise" to see what services are available.
- Meanwhile, with the onset of colder weather, the camping problem is diminishing until warmer weather next spring.
- The vestry will continue to consider ways of addressing the issue with compassion - but keeping mindful about safety and sanitation.

Worship Planning and Rector's Report (Fr. Peter):

- Fr. Peter & Cody have developed a liturgical planning guide (attached) for the upcoming three months.
- Father plans to start 8am weekday Morning Prayer service – possibly held in the Mary Chapel.
- Hospitality (coffee hour) will be available only on Sundays and major feast days.
- Father Peter would like to have the church open on weekdays for visitation or respite from extreme weather.
- Father Peter proposed and the vestry approved that announcements would be moved to the beginning of the Sunday services (instead of mid-service which causes an interruption in the flow of the liturgy). Cadence = Voluntary >> Announcements (by Fr. Peter if VPOD does not wish to do it) >> Thrice ringing of the bell to signal all to stand >> Procession.

- Fr. Peter proposed, and the vestry approved standardized bulletins with weekly inserts. This will save on paper usage and cost and save time on preparation.
- Fr. Peter advised he will be creating a Google Voice account – one number for all phones to allow people to connect with him. He will make his direct cell phone number available to all vestry members.

Red Door Arts (Barbara):

- Wednesday 12/27/23 – “Third Night: Christmas-tide Stories” with the Lawrences.

Next Vestry Meeting –

- Sunday, December 17, 2023 at 12:15pm
 - Last vestry meeting for Jack, Martha, and Theresa
 - A regular meeting will be held – new vestry members do not vote on any motions.
 - After all regular business is concluded - 2024 election of wardens (departing vestry does not vote on these – new and continuing vestry members vote on these)
 - Nominees for 2024 Senior Warden.
 - Vote by secret ballot – counted and announced by departing vestry members.
 - Nominees for 2024 Junior Warden.
 - Vote by secret ballot – counted and announced by departing vestry members.
 - Appointment and approval of 2024 Treasurer and 2024 Clerk