

## Vestry Minutes

Holy Trinity Episcopal Church, Oxford, Ohio

May 12, 2020



**Present:** Dave Guilfoyle, Deacon; Pete Lindsay, Sr. Warden; John Harper, Jr. Warden; Jim Michael, Treasurer; Stacey Peterson, Clerk; Vestry members: Rosalyn Benson, Karen Ander Francis, Ken Grabach, Lisa Herrmann, Glenn Julian, Bonnie Mason, Ellen Reister and Margaret Smith; Guest: The Rev. Cannon Jason Leo

**Absent:** Martin Ganev

**Spiritual reflections** led by Rosalyn

**Agenda for 5-12-2020 meeting:** Unanimously approved – Rosalyn moved; Karen seconded

### **Upcoming activities:**

May 15 Sara's last day

May 24 Sara's moving weekend

### **April 2020 Financial Report – Jim**

Jim made the following points:

- Total income is \$4,300 under budget, but expenses are more than \$10,000 under budget.
- Much is unpredictable now.
- Received \$32,400 Paycheck Protection Program (PPP) loan. It can be used to cover payroll, salaries, health insurance, pension, mortgage interest and utilities during a specified time period. At least 75% of it must be used for payroll expenses, however. Jim expects less than half will be forgiven, and we'll have to pay back the rest. Jim will be attending a webinar to learn more about how PPP funds can be used.
- We have nearly \$43,000 in unrestricted funds, which is better than normal. We have \$23,405 in the bank for the Capital project and will continue paying down the mortgage.

A motion to accept the April Financial Report was unanimously approved – Ellen moved and Margaret seconded.

### **Choir Director Search Committee Report – Jim**

The committee has interviewed three good applicants via zoom, done ref checks and seen videos of them conducting. The committee would like to hire with a September 1 start date regardless as to whether we're back in the church with a choir at that point. Waiting longer risks losing these good candidates. The committee will meet Thursday to pick a top candidate for an offer.

A motion to authorize the Choir Director Search Committee to make an offer to enter into an agreement for the coming year (September 2020 to May 2021) consistent with terms extended to the choir director in the past passed unanimously – Rosalyn moved and Bonnie seconded.

### **Reick Service Contract Renewal 2021-2022 – Pete**

Reick proposed a 4% increases per year in boiler maintenance costs. No one is happy with this, but Reick has done a good job. The agreement covers 99% of boiler issues we're likely to face.

A motion to accept the Reick service agreement for 2021-2022 was passed unanimously – Rosalyn moved and Karen seconded.

### **Outreach Disbursement Requests – Pete**

Vestry unanimously accepted the following proposal from the Outreach Commission for disbursement of the Easter offering funds – Ellen moved and Rosalyn seconded.

- 50% to the Oxford Family Resource Center
- 25% to Planned Parenthood of Southwest Ohio
- 25% to Dove House

Vestry unanimously approved the Outreach Commission's recommendation to give \$500 to the Episcopal Relief and Development's pandemic response – Ken moved and Ellen seconded.

### **Ministry Transition – The Rev. Cannon Jason Leo**

Jason explained the church transition process:

- It's a complicated time for a transition: Few churches are posting positions, and few clergy are considering moves.
- Holy Trinity's first step is to get an interim minister. There aren't a lot of candidates, but Rev. Terri Thornton is available, excited about the prospect and able to start immediately.
- Restrictions on church gatherings will probably begin to be lifted in early June. Details are expected soon.
- There will be restrictions on the number of people allowed at in-person gatherings. No nursery, education programs or Eucharist will be allowed.
- Holy Trinity must decide if it will continue with online-only worship or move to in-person gatherings. That decision may affect when an interim minister starts.
- One approach would be to hire the interim half or three-quarters time initially, while church programs are limited, and increase the time commitment in the fall if things change.
- The responsibilities of an interim minister include maintaining the congregation as the search process progresses under separate leadership and leading the parish through congregation formation and parish community efforts.
- The interim minister doesn't participate in the search process for the new minister. The Diocese provides (and pays for) a trained consultant to lead the search process for a new minister. That process will be kept separate from ongoing parish life.

- The Diocese sets the parameters and remuneration for three possible interim minister scenarios – half time, three-quarters time and fulltime. Jason will provide letters of agreement and compensation packages for each.
- Given the current restrictions on what a parish priest can do, Jason recommended starting off with three-quarters time, with the option to increase later.

Vestry members weighed in that they would like to see an interim minister in place as soon as possible and a separate meeting is needed to determine the interim's job responsibilities.

Jason also provided a rough timeline of the process:

- Announce interim rector as soon as possible.
- Hold off appointing a search committee for the new minister until after meeting with consultant Larry Hayes.
- Hayes might start working with Holy Trinity as early as July, but it will depend on whether candidate availability loosens up before then.
- Put out a call for a new minister in late spring or early summer of 2021.
- Terri stays until mid- to late June. (A 12-month commitment has been discussed with her.)
- Supply priests fill in for four or five Sundays.
- New permanent rector in place in mid- to late July 2021.

Jason made these additional comments about the search for the new minister:

- Most clergy that might consider a move aren't doing so in the middle of this pandemic. We want to wait for that to change, so that Holy Trinity can look at the full scope of available clergy. Jason doesn't think it will be too much longer for this situation to begin to shift.
- Jason plans to use every major platform to advertise the Holy Trinity position, including social media networks and his own national network of contacts.

Jason departed. Pete said he was glad to hear Terri is interested in the interim job, and Vestry will meet next week to decide whether to hire Terri and under which scenario.

#### **Departure and appreciation planning for Sara**

- Eight responses have been received to the request for remembrances and well wishes to include in a compilation for Sara. An email reminder will be sent to parishioners, and Vestry members should remind people they phone this week. The due date is now June 1.
- Pete will get in touch with Sara to plan a date for a drive-by parade.

Closing prayer led by Rosalyn

Respectfully submitted,

*Stacey Peterson*

Stacey Peterson, Clerk