

St. John's Episcopal Church
Minutes of the Vestry Meeting
June 27, 2021
Held In-Person

In Attendance: Hunter Brown, Sara Coles, Joseph Claro, Laura Daly, Mary Davis, Veronique Dulack, Bob Futh, David Gillespie, Fr. Geoff Hahneman, Andris Kalnins, Larry Littlefield, Susan McFeely, MB Witt

Absent: Joan Beattie (excused)

Opening Prayer

Fr. Hahneman opened the meeting with a prayer.

Voting on Minutes May 16th Vestry Meeting

Minutes were approved.

Finance Committee Report

Mr. Littlefield reported that pledges are currently at 64% of expectation.

Income and Expense Report: As of May, St. John's YTD expenses continue to be under budget (\$82,325.87 vs. \$107,277.50). Net income for the same period is \$60,860.81.

Audit: Now underway.

PPP Update: Upon Jane Marin's return from vacation, she will convert the 2nd Draw PPP of \$19,700 to a grant, moving these funds from St. John's restricted USB savings account to the Church's Ops checking account.

Ms. McFeely praised Ms. Marin for her work in assisting Mr. Littlefield with the Church's finances.

Foundation Construction Update Report

Ms. Davis reported that the Foundation's fundraising effort has now raised \$28,000. Donor thank you notes, and tax forms are in the process of being sent out.

The East doors have been repaired and painted a red chosen by the Foundation Committee. The doors will be reinstalled within the next 2 weeks.

Work on the awning will begin in the fall.

Holiday Fete Committee

Ms. Witt reported that the save the date postcards will be mailed this week to every mailbox in Washington, Washington Depot, New Preston, Litchfield (Downtown area), Morris, Bantam, Roxbury. Ms. Witt asked that the extra postcards be given to parishioners to distribute to friends/family. Ms. Daly will take some and post them in business in the same area as the mailed postcards.

The Holiday Fete invitation is being worked on.

Fr. Hahneman asked about the donations for the fete currently in the Blue Room. He asked that they be moved temporarily as the upcoming blood drive in the Parish House will use that room as a canteen. The Fete Committee will clear the room for the blood drive.

Property Report

Rental of Rectory: Ms. McFeely is working with a real estate agent to secure a renter. She is replacing some items in the house and will work with Ms. Witt to compile a wish list of donations that will be communicated to the parishioners. The goal here to get the Rectory ready for the future tenant as economically as possible.

Grounds: Ms. McFeely reported that landscaping around the Rectory has been completed, including recommended tree removal.

Mr. Littlefield reported that the leak in driveway has been fixed and we are waiting for the hole to be repaired.

Cottage: Mr. Littlefield reported that Aquarion will put a water meter in the cottage.

Warden's Report

Mr. Gillespie had nothing new to report.

Priest-in-Charge Report

Food Drive Update: Mr. Claro, who is coordinating the food drive, needs more volunteers. Fr. Hahneman will provide 50 fliers to promote the food drive. Mr. Claro also reviewed items needed (personal care, pet food, i.e., items that cannot be purchased with food stamps. Cash donations are also helpful.

Volunteer Sign-Ups: To avoid multiple sign-up sheets, Mr. Claro recommended that the Church have a google document which will serve as a master file for all volunteer sign-ups and tasks. While no vote was taken, the Vestry concluded that this was a good idea. Mr. Claro will oversee this project.

Organist/Choir Master: Fr. Hahneman and the Senior Warden signed a letter of agreement with the new Organist/Choir Master, mindful of the financial side of the agreement for which the Vestry is responsible. The new OCM will start on September 19. A public announcement will be made on July 19 with details of this hire. Fr. Hahneman is very pleased that this candidate accepted the position/terms of the agreement, which include the cottage as residence. Fr. Hahneman will inform the current cottage residents of the OCM's move in date. The current residents were previously informed of this situation.

Solar Project: Fr. Hahneman reported that the financing did not come through and this project is on hold.

Stewardship: Fr. Hahneman recommended a Stewardship Committee be formed to get back to pre-covid activities/concomitant costs. The Vestry voted in favor of this committee which Fr. Hahneman will populate.

Lifting of Covid Restrictions: Current facemask rules are being softened by the diocese, but it is important that all parishioners feel comfortable and safe during in-person worship. Fr. Hahneman will supply copy for the newsletter, bulletin and church doors which will address the updated covid rules but leave the use of masks as a personal choice with no judgments.

Staffing: At Ms. McFeely's request, Joan Burgess developed a parish office manager job description, which Fr. Hahneman distributed to the Vestry prior to the meeting. Fr. Hahnemann has not started the search for this position but engaged the Vestry in a discussion of what we really need and can afford. Mr. Gillespie noted that we should be careful with the budget as other important expenses will be

ramping up as we get “back on track”. Mr. Littlefield noted that while we have room in the budget for additional office staff, it will be a question of priority. Fr. Hahneman said that nothing has been decided regarding this new position and he will report back at the next Vestry meeting with any modifications to the job description from a financial aspect. Note: while Fr. Hahneman can request this job to be filled, the Vestry will decide if the need to budget for this position is warranted.

Vestry Meetings During the Summer: Fr. Hahneman and the Vestry agreed that no meetings will be scheduled over July and August unless warranted but will communicate via email when necessary.

Concerns: Ms. Coles asked what next steps need to be taken in finding our next priest. Fr. Hahneman noted that the process was put on hold due to the pandemic but will resume in the fall.

Other Business:

Family Service: As more families have moved into the area due to the pandemic, the Vestry discussed reviving the Saturday afternoon Family Service. Fr. Hahneman will look in the office files for bulletins from that service.

Closing Prayers: Fr. Hahneman closed the meeting with a prayer.

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