

THE PARISH OF THE ADVENT

MINUTES OF THE VESTRY

Type: Regular Meeting

Date: October 15, 2020

Via Remote Communication

A regular meeting of the Vestry of the Parish of the Advent was held on the fifteenth day of October, *anno Domini nostri Iesu Christi 2020*, via remote communication through Zoom, the Rector presiding.

The following thirteen members of the Vestry were present, eleven of whom were present at the meeting's commencement, thus constituting a quorum:

The Rev'd Douglas E. Anderson (Rector)
Mr. C. Thomas Brown (Rector's Warden)
Mr. Paul J. Roberts (People's Warden)
Mr. Adam C. Rutledge (Treasurer)
Mr. Frederick A. Ou (Clerk)
Miss Lynda J. Blair
Mr. John M. Boyd
Mr. Thatcher L. Gearhart
Mr. Dustin E. Henderson
Dr. David E. Lapin
Dr. Philip W. Le Quesne
Mrs. Carolyn P. McDermott
Mr. Francesco M. Piscitelli

The Rector, after ensuring that all those participating could hear each other and be heard by one another at the same time, called the meeting to order at 6:00 p.m. and offered an opening prayer.

I. APPROVAL OF THE MINUTES

The Rector presented the minutes of the last regular meeting of the Vestry, held on September 17, 2020. After review, upon motion, duly made and seconded, it was

RESOLVED, that the minutes of the Vestry's September 17, 2020 meeting be approved with the following modification:

Dr. Nelson is added as having been present.¹

II. REPORT OF THE TREASURER AND FINANCE COMMITTEE

The Treasurer reported that due to 2020 being an unusual year, it continued to be difficult to draw meaningful conclusions from the Parish's financial numbers. Current revenues to date for the Parish amounted to about two-thirds of that budgeted, but the rate of incoming revenues usually increases as the end of the year approaches—the Treasurer will keep a close watch on the Parish's incoming revenues during the last two months of this year.

In terms of the Parish's expenses, the Treasurer reiterated his comments from the Vestry's last meeting that expenditures for Christian education were well below budget as expected, and that the number for the Parish's overall expenses reflected the inclusion of costs related to the Rectory's renovation, which will be capitalized at the end of the year. He also noted that the recently installed combination of a single sexton together with a part-time building manager, was expected to provide both significant financial savings and more efficient work moving forward when compared to the previous two-sexton arrangement.

Mr. Gearhart, Chairman of the Finance Committee, also added that the Finance Committee had begun work on the Parish's 2021 budget, and the Vestry should expect a presentation thereof at the December 2020 Vestry meeting.

III. REPORT OF THE STEWARDSHIP COMMITTEE

Mr. Piscitelli, Co-Chairman of the Stewardship Committee, reported that the Parish's 2021 stewardship campaign was ready to commence, with a letter from the Rector on stewardship to go out to the Parish the next day. The Committee had approved the contents of this year's stewardship packets the week before, including its theme of "liturgy," and said packets announcing the 2021 stewardship campaign would be mailed out on October 26, 2020, by which time the capability for online giving to the Parish should also be functioning and available. The Rector planned to preach two sermons on

¹ Messrs. Rutledge and Gearhart were not present for, and thus did not vote on, this resolution.

stewardship on October 18, 2020, and October 25, 2020, and the target date for the initial receipt of pledges for 2021 will be Advent Sunday, November 29, 2020.

IV. REPORT OF THE PROPERTY COMMITTEE

Mrs. McDermott, Co-Chairperson of the Property Committee, reported that a non-permanent plexiglass divider for the Tuesday Night Supper had been finished, as well as successfully field tested the previous week. The planned renovation of the Parish's office had also begun, with painting already completed, and new flooring, lighting, and kitchen space forthcoming.

In relation to the moving of the Rector's office to the room that had previously been utilized as a nursery, a question was proffered as to what is planned for when nursery services eventually recommence. In response, the Rector said two options were being considered—the first being to locate the nursery at the far end of Mosely Hall as had been previously done, and the second being to move the nursery up to the current financial office, which in turn would be relocated to the space that had previously been the Rector's office. In any case, since no nursery services can currently be offered by the Parish by directive of the Episcopal Diocese of Massachusetts, this issue is unlikely to be salient until the fall of 2021 at the earliest.

V. REPORT OF THE ADMINISTRATION COMMITTEE

Dr. Lapin, Chairman of the Administration Committee, relayed a report from Mr. James D. Singletary, Parish Administrator, regarding the status of the completion of the Parish's employee handbook. Mr. Singletary reported that he had recently received revisions to certain sections of the employee handbook from Anita Lichtblau, Esq. of Casner & Edwards, LLP, who is the attorney the Parish retained in connection with creating the employee handbook. Mr. Singletary planned to incorporate these revisions into an updated draft of the employee handbook, which he would circulate thereafter for further review.

VI. RECTOR'S REMARKS

The Rector remarked that overall, things were currently going very well at the Parish. Attendance at Mass had been remarkably steady, and parishioners had expressed their contentment with the Parish's various musical offerings and the length of the Masses, as well as their gratefulness at being able to receive Communion within such a thorough and prudent protocol as the one the Parish has been utilizing.

In addition, in response to a query regarding the Vestry's traditional, annual, fall retreat, which did not occur this year due to the present, extraordinary circumstances, the Rector answered that while there were no

imminent plans related thereto given current priorities, he would give the topic some thought when things had become more normalized, and, in any case, he planned to continue this tradition moving forward.

VII. REPORT FROM THE WARDENS

The Rector's Warden reported that all paperwork related to the Parish's settlement with the estate of Mrs. Nancy E. Macmillan, a late member of the Parish, had finally been completed, and the proceeds therefrom should be expected in approximately a month. In addition, the Wardens had begun thinking about how logistics might work for the Parish's upcoming 2021 annual meeting. The Rector's Warden noted that although the Parish's by-laws make no stipulation as to when the annual meeting must be held, he was of the opinion that the normal timing thereof should be adhered to if possible. Further items that will also need to be worked out regarding the annual meeting include, among other things, how the meeting will be run, how elections will be managed, and how participation by Parish members can reasonably occur.

VIII. ADJOURNMENT

There being no other business to consider, upon motion, duly made and seconded, the Vestry voted to adjourn the meeting, whereupon the meeting adjourned at 6:32 p.m.

I attest that the above is a true record of the Vestry meeting held on Thursday, October 15, 2020.

Respectfully submitted,

Frederick A. Ou,
Clerk