

# THE PARISH OF THE ADVENT MINUTES OF THE VESTRY

**Type:** Regular Meeting

**Date:** 15<sup>th</sup> of July, 2021

A regular meeting of the Vestry of the Parish of the Advent was held on the 15<sup>th</sup> day of July, *anno Domini nostri Iesu Christi* 2021, the Rector presiding.

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

The Rev'd Douglas E. Anderson (Rector)  
Mrs. Meg Nelson (Rector's Warden)  
Mr. Thatcher L. Gearhart (People's Warden)  
Mr. Nicholas T. Westberg (Clerk)<sup>1</sup>  
Miss Lynda J. Blair<sup>2</sup>  
Mr. John Boyd  
Miss Amanda W. Daley  
Mr. Dustin E. Henderson  
Dr. David Lapin  
Dr. Philip W. Le Quesne  
Mrs. Carolyn P. McDermott  
Mr. Francesco M. Piscitelli<sup>3</sup>  
Mr. Frederick Ou<sup>4</sup>  
Miss Julianne Turé

The Rector, after ensuring that those participating in-person and remotely could hear each other and be heard by one another simultaneously, called the meeting to order at 6:14 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 the 17<sup>th</sup> of June, 2021. After review, upon motion, duly made and seconded, it was

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<sup>1</sup> The Clerk was not present for the quorum, but joined after the Approval of the Minutes.

<sup>2</sup> Miss Blair joined via remote communication.

<sup>3</sup> Mr. Piscitelli joined via remote communication.

<sup>4</sup> Mr. Ou joined via remote communication.

**RESOLVED**, that the minutes of the Vestry's 17<sup>th</sup> June, 2021 meeting be approved with the following modifications:

- (a) That the language of the resolution concerning the parish signatories reflect that the officers named therein are the exclusive signatories. Thus, the word "only" is to be inserted.
- (b) That the typo on page two, second line in §II be corrected. Thus, the word "thought" is to be changed to "though."

## **II. REPORT OF THE TREASURER AND FINANCE COMMITTEE**

The Junior Warden presented on behalf of the Treasurer and the finance committee. For the Treasurer, he assured the Vestry that in spite of coming through a pandemic, the Parish has good financial footing, given the budget's bottom-line surplus of \$125,000.

The Junior Warden then opened discussion on the composition and the functions of the Finance Committee. After discussion, and upon motion, duly made and seconded, it was

**RESOLVED**, that the Finance Committee be constituted with Mr. C. Thomas Brown acting as Chairman, and including Mr. Paul Roberts, Mr. Thatcher Gearhart, Mr. John Boyd, and Mr. Dan Rasmussen as members; the sole *ex officio* members are the Rector, the Treasurer, and the two Wardens.

**RESOLVED**, that the Chair of the Finance Committee be authorized to act officially on behalf of the Parish, with authority (rights, responsibilities, and protections accruing thereof from the Bylaws and Commonwealth) of the Parish.

## **III. REPORT OF THE STEWARDSHIP COMMITTEE**

The Chairman of the Stewardship Committee reported that the Parish's level of receipt is keeping pace with contributions. In particular, current giving stands at 95% YTD from 2020, grossing \$527,000 from a total of 190 pledging units. This is due in part to 22 new pledging units, which are offsetting 55% of the pledges lost from 55 pledging units that left in the past year. The Church has received about 50% of its expected pledges for the whole year.

## **IV. REPORT OF THE PROPERTY COMMITTEE**

The Chair of the Property Committee reported that progress continues to be made on repairs to the fence, the rectory, and the sacristy. In addition, there will be a well inspection to determine the amount of lead build-up.

## V. REPORT OF THE ADMINISTRATION COMMITTEE

The Chairman of the Administration Committee reported that the Vestry needs to specify the distribution of roles in the Parish in response to the recent position vacancies and resultant ad hoc redistributions of tasks. To this end he presented a diagrammatic representation of the ordering and distribution of roles for the Vestry's consideration.

## VI. WARDENS' REPORT

The Senior Warden reported on the nature and success of the recent staffing changes (cf. §V), highlighting in particular that the role of the now retired bookkeeper has been successfully covered by two people. As part of the redistribution of roles, she also noted that the Parish has automated bill-pay.

## VII. RECTOR'S REMARKS

The Rector opened discussion on two new initiatives:

**6.1 Website Redesign.** The antiquated Parish website does not serve its evangelistic function. The Rector thus sought authorization to update it. Upon making future inquiries into the cost and scope of website redesign from relevant companies, the Rector will receive their proposals and distribute them to the Vestry. Only then will the Vestry put a website redesign plan to vote.

**6.2 New Position: Parish-life and Events Coordinator.** The Rector informed the Vestry that he intends to hire an additional staff member to coordinate all of the events of the Parish (including, but not limited to: maintaining Sunday acolyte, server, and reader rotas, coordinating church events such as weddings, and posting on behalf of the Parish on social media). He sought authorization for posting a job listing. After discussion, and upon motion, duly made by the Rector and seconded, it was

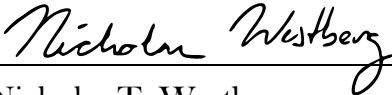
***RESOLVED***, that the Rector create a job listing for the Parish-life and Events Coordinator, distribute a draft of the listing to the Vestry via email, and seek their approval. Upon email approval, the listing will be posted.

## VII. 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 7:32 p.m.

I attest that the above is a true record of the Vestry meeting held on the 15<sup>th</sup> Day of July, 2021.

Respectfully submitted,

  
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Nicholas T. Westberg,  
Clerk