

**Meeting of the Vestry  
The Chapel of the Cross  
May 20, 2020 (via Zoom)**

**Attendance:**

Members present: Rev. Ben Robertson, Bob Williams (Sr. Warden), Ralph Stillions (Jr. Warden), Bill Buehner, Will Morton, Stan Herren, Tommy Roberson, Sarabeth Clark, Ellen O'Neal, Brock Haas, Rebecca Haas, Reggie Sims

Also present: Dana Tiffin, Amy Barker, Rev. Will Compton, and various pets of Vestry members

Absent: Steve Middleton

**I. Opened in prayer by Rev. Ben Robertson**

**Reflection: none**

**II. April Minutes/May Agenda**

--no changes/edits to April minutes

--Motion to approve these minutes made by Bob, seconded by Reggie, approved unanimously by Vestry's vote

**III. Old Business:**

**A. Finance Report—Brock Haas, treasurer and Dana Tiffin**

--still working to figure out church finances and requirements for PPP (changes daily)

--58% of anticipated non-pledge giving for April

--91% of anticipated pledged giving for April (excellent!)

--lower expenses (not using property regularly) have kept us within our budgets

--discussion of monthly expense report

--waiting for guidelines to apply for PPP loan forgiveness; funds to be used within 8 week time frame beginning April 15

--Bill asked if we are good financially without dipping into PPP funds; Brock said yes—to his knowledge we have not had to draw on those funds yet

--Bob and Stan commended Brock and Dana for their work

--further discussion of items in the budget

**i. Designate Dana as Diocesan contact for employee roster**

--motion made by Bill, seconded by Reggie, approved unanimously by Vestry's vote

**ii. Accounting Software**

--switch was made from Quickbooks to Realm (software used by church in other areas, just added the accounting component) no vote needed, just FYI

**iii. PDO, post-PPP**

--PDO will not be taking in money to pay staff for the next few months—how will we pay them?

--can use PPP loan up to a point (June 15), but after?

- discussion of various strategies/plans
- Bob suggested letting Finance Committee discuss and bring back to Vestry at a later date

**B. Senior Warden report—Bob Williams**

- planning for Annual Council 2021 has begun
- will be held Jan.29-31; co-hosted by Chapel of the Cross and St. Andrew's
- will set up co-chairs from both parishes for various committees
- motion to name Bob co-chair made by Bill, seconded by Tommy, approved unanimously by the Vestry's vote

**C. Junior Warden report—Ralph Stillions**

**i. Alarm phone tree**

- alarm system for offices continues to send false alerts
- Ralph questioned if system is needed at all; wants to be removed from call list
- discussion of alarm system
- system is old—may be the cause of false alarms; Ralph will look into updating the system

**ii. Other items**

- driveways have been repaired
- plumbing issues—in-ground leak repaired; while blowing out patio drains, broken pipe discovered and will need to be repaired
- future considerations:
  - A couple of estimates for new sanctuary landscaping will be needed; Ralph would like to take some trees down for a better view of the lake from new sanctuary
  - Grass cutting in the fields behind the new building normally takes place twice a year but will need to increase as we use the new space, which will increase the amount spent on that service
  - Air conditioner units in the Parish Hall/offices are getting very old, may need to be replaced soon; this will be expensive
- janitorial service—since we now have a sexton, do we need to contract with a separate janitorial service any more?
  - discussion of options
  - noted that because of halt to programming at the church due to COVID, there is time for sexton to handle both sets of jobs (hers and the janitorial staff), but during normal times her daily role will expand and the janitorial service may still be needed

**D. Building Committee report—Amy Barker**

- furnishings contract approved, work is underway
- order placed for items of worship
- no approvals needed
- sewer work completed
- new space is 72% complete—7/20 is final completion date at this point

--ongoing fundraising may be needed for items in new chapel  
--Ben and Amy will record a virtual tour of new space  
--update on round glass window: artist recommends clear glass without color added; there will be no gray, just the way the glass is cut will create shadows; background will be reddish rust with black iron work

## **E. Rector's Ramblings—Rev. Ben Robertson**

### **i. Connecting more**

--staff is brainstorming additional ideas to help us connect, such as:

- postcard about updating contact info for emails/calls will be sent out
- Ben and Will are going to do more writing/posting on church social media and website
- Stewpot food drive will be held; Ben and Will will be present at drop off to wave/say hello to parishioners

### **ii. Pastoral phone calls**

--using list of parishioners over 70 or in nursing homes for Ben and Will to call and make contact, find out about any needs they may have

--2<sup>nd</sup> round of vestry calls was again well received

- Rebecca Haas shared that Rebecca Ezell is fostering children while also moving; the children are a 4 year old boy and a 5 year old girl; maybe the church could help with some of their needs—clothes, books, toys

### **iii. Parochial Report**

--average attendance continues to rise

--motion to approve parochial report made by Bob, seconded by Will Morton, unanimously approved by the vestry's vote

### **iv. Fundraising for Capital Campaign**

--will hold off on beginning while we are not meeting

--focused on new givers to capital campaign and specific fundraising needs

--something to think about: are we going to put dedication plaques/book plates on items in church?

--Ralph is concerned about funds for maintaining our current buildings as well as our new spaces

### **v. Diocesan plan to re-open**

--Will is on this committee; it has met twice and come up with a rough draft of a reopening plan

--no specific hard date to re-open; certain benchmarks must be met

--3 phases:

- Groups of 10 people or less
- Groups of 50 people or less
- Groups of 200 people or less
- Cases must continue to decline during these phases

--churches have discretion about reopening

--outdoor services, such as the one following Day in the Country, were suggested as a possible solution; parishioners could bring their own chairs, possibly even their own lunch

--discussion of positives and negatives of opening vs staying closed followed; many parishioners and members of the vestry are eager to resume in-person worship; concern was expressed about those members of the parish that have underlying health conditions that may be more susceptible to COVID and its complications

**IV. New Business**

--affirm email vote to approve items for new worship space purchased by Altar Guild

Motion to affirm made by Will, seconded by Sarabeth, unanimously approved by the vestry's vote

**V. Adjourn**

Sarabeth moved to adjourn, seconded by Will Morton, unanimously approved by the vestry's vote

Minutes prepared by Ashley Herden, Clerk

These minutes were approved by the Board of Directors

---