

**St. Alban's Episcopal Church**

Vestry Meeting

May 16, 2021

11:30 AM.

**Minutes**

**Members Present:** Jennifer Cawley—Senior Warden, Nelson Smith, Eric Ray, Liz Swofford—Treasurer, Roxanne Voglezon, Jill Binder, Rev. Anne Hoey

**Vestry Members Absent:** Ken Kuntz, Don Pitts—Junior Warden, Steve Martel--Clerk

**Call to Order**

Jennifer Cawley opened the meeting noting a quorum was present. Eric Ray opened in prayer. There were no visitors at this meeting, so no time was spent on visitor questions and comments.

Minutes for the April meeting were not available, so approval of those minutes will be made at the June meeting.

**Financial Report**

The vestry meeting fell before the usual Finance Committee meeting because of a fluke in the calendar, so we did not have financial reports. But Liz gave updates on various projects with financial impact to the church. Liz said that St. Alban's continues to be in good financial standing.

**Senior Warden Report**

Jennifer gave a brief update on the rector search progress. The Profile Committee will have the completed draft for the vestry to approve in the next week or so. Jennifer expressed frustration with the process in setting up the Search Committee training and some discussion ensued. Search Committee training will likely be at the end of June.

The vestry also discussed the Children's Minister job description that had been drafted by Catherine and Lisa and edited by Jennifer and Rev. Anne. The vestry would like information on whether we could provide health benefits for the 15-hour position to make it more attractive. Jennifer will research this and the cost implications of doing so. Appropriate personal time off for this position was also discussed. Action on approving the job description was deferred until information on health insurance and personal time off is gathered.

In addition, the vestry discussed combining Lisa's jobs as Lay Assistant to the Clergy and Communications Director into a single job, Parish Administrator.

*A motion to combine the Communications Director and Lay Assistant to the Clergy position into the Parish Administrator position was seconded and unanimously adopted.*

**Property**

In Don's absence Jennifer mentioned that water testing, which is required by the TCEQ because St. Alban's is on a well, is a larger project than we first understood it to be. More on that to

come. Also, we are soliciting bids to replace the two HVAC units in the church. Capital campaign funds raised so far will be used to pay for the units if necessary.

### **Worship and Congregational Health**

Director of Family Ministries Catherine LaGrone joined the meeting at this time to give a suggestion that children stay in the PLC for communion and have a lay minister bring consecrated wafers to the PLC. Rev. Anne agreed and will work out the details.

In light of the new HVAC needs in the church, the vestry also discussed whether to continue having indoor church with the doors open for more ventilation. It was agreed that it will be better for the HVAC units to keep the doors closed, as well as to keep out bugs. The vestry also discussed Diocesan guidelines on communion. The Diocese may be coming out with updated guidelines for worship soon given the new CDC guidelines for vaccinated people.

The vestry discussed guidelines for adult small groups meeting at the church.

*A motion to follow CDC guidelines on indoor gatherings was seconded and unanimously adopted.*

### **Monthly Parishioner Prayers**

Steve sent out the May postcards. Roxanne picked up the June postcards. Jennifer mentioned she received a couple of nice notes from parishioners who appreciated receiving the postcards.

### **Other Business**

Jennifer asked Nelson Smith if he would take Roxanne's place as Capital Campaign Co-coordinator. He agreed to do so.

The vestry discussed Lay Readers needing to be vested. Rev. Anne offered that as "lay" readers, parishioners could sit in pews and not be required to wear vestments. Eric Ray pointed out that in the recent past the servers functioned as readers, which is why they were vested. The vestry discussed how having lay readers from the congregation could get more people involved in the church, leading to more volunteers in other areas.

The vestry then had a confidential discussion about a parishioner seeking discernment to be a clergy.

### **Next Scheduled Meeting**

The next scheduled Vestry meeting is scheduled for Sunday, June 20th at 11:00 AM, after the 10 AM service.

### **Adjournment**

With there being no other business to come before the Vestry, Rev. Anne closed in prayer and Jennifer adjourned the meeting at 1:00 PM