

Grace Memorial Episcopal Church

Vestry Meeting

October 16, 2018

Minutes

Members of the Vestry

Cameron Denney
Robin Gault
Curt Germundsen, Treasurer
Phillip Koop
Steve Lovett, Sr. Warden
Nora McLaughlin
Peyton Snead
Louise Tippens

Clergy

The Rev. Martin Elfert

Others

Alicia Perkins Lehrle, Clerk
Geoff Sasser

Members of the Vestry Absent

Elyssa de la Cruz
Andrew Eshleman
David Goodrich, Jr. Warden

Prior to October 16, 2018 Vestry Meeting

Approval of the Minutes

- The minutes from the September 18, 2018 Vestry meeting were distributed and discussed via e-mail prior to the current meeting. Robin moved to accept the minutes as amended, and Peyton seconded the motion. The motion passed with an e-mail vote on September 28, 2018.

1. Formation

1.1 Opening Prayers

- The meeting was called to order at 6:05pm with a reading from Acts in an abbreviated form of lectio divina, followed by an opening prayer from Martin.

2. Items

2.1 Auction Report

- Phillip reported that despite a guest taking a tumble and internet fails the auction was a great success. The gross receipts totaled about \$35,000, and the total will increase as the sign-ups with spots available are filled and the extra wine is sold. The expenses were about \$1,000 less than budgeted. He expects the net profit to be approximately \$25,000, which is slightly higher than expected.
- Phillip could not get a satisfactory answer from Comcast as to why there were issues with internet connection during the auction. Comcast had been notified beforehand of the increased usage for the auction, and Jackie was told by Comcast there would not be any problems.
- Martin suggested a more in depth discussion of the auction outside of the Vestry meeting, and Phillip was thanked by the Vestry for his auction work.

2.2 Scheduling a Mutual Ministry Review

- Ideally, the Vestry does an annual review with the rector to discuss how the parish is doing. Generally, a series of questions is used, with or without a facilitator. Martin will share with the Vestry the questions used for the last review. After some discussion, it was decided no facilitator was needed, and the meeting will take place on December 15th from 10:30 to 3:30. Cameron offered the use of her river cottage in Sandy. Martin will send an e-mail to the Vestry with details.

2.3 Geoff Sasser

- Geoff was present and reported he is in his last year of seminary. He is currently at St. Paul's in Salem serving with Anne Emry. He is focusing on preaching at the healing services and still hopes to go to Jerusalem to be at St. George's Cathedral. His original plan to go was thwarted at the last minute by visa issues. However, if he cannot go to Jerusalem, he is very happy at St. Paul's and will be able to do his Clinical Pastoral Education while there. He brought with him a reaffirmation letter for the Vestry to sign, and answered questions from the Vestry regarding his desire to go to Jerusalem. He reported he is drawn to the history and spirituality of Jerusalem. He also explained some of his course work and life in Manhattan at seminary. Martin said the Vestry should review the letter from Geoff, which can be done via e-mail, and have a motion regarding the reaffirmation. Geoff left the Vestry meeting at this point.

2.4 Setting Goals for the Immediate Future

- Martin noted having specificity around goals helps them to be met. He suggested using the model from the College for Congregational Development to develop welcoming as a goal. The 4 parts of the model are Invite/Greet/Orient/Incorporate. The members of the Grace CCD team, Charles, Jessica and Martin, have made a goal of fewer newcomers leaving without providing contact information. They have been asking newcomers directly for the information and rarely have had a refusal. This may be a guide for further goal setting. A small group ministry was suggested, inviting newcomers to take part in specific activities. Martin would like to have further discussion with the Vestry about this and a time needs to be set for a broader conversation. Other ideas included providing newcomers with a summary of all ministries at Grace and not just what is in the Sunday bulletin, and some revitalization of coffee hour

teams. It was decided the Vestry will meet after the 10am service on November 18th for a goal discussion. In the meantime, ideas may be exchanged via e-mail. Martin will e-mail the Vestry more information about the 4 parts of the model.

2.5 Nominating Committee

- Louise reported the nominating committee currently includes Paul Parker, Sharon Loomis-Malin, Martin and Louise. She would like to add one more Vestry member, preferably an outgoing member. However, adding an outgoing Vestry member wasn't feasible due to various circumstances. After a brief discussion, Peyton volunteered to be on the committee.
- Louise shared her matrix idea and asked for feedback. After discussion, it was decided Grace needs to develop its own matrix although it was agreed the matrix Louise shared, which came from Trinity, was a good starting point. Louise will e-mail the matrix list to the Vestry for further discussion and suggestions.

2.6 Moment of Grace

- Louise had been particularly moved with a recent anthem sung by the choir. It is from a poem called Through All the World Below, and she read the poem to the Vestry.

2.7 Campus Development Committee Report

- Cameron and Phillip reported minutes are not being written, but Nancy's comprehensive notes are available in the office for anyone to review. After some discussion, Martin said someone on the committee could be asked to take minutes. Rotating the minute taking duty was suggested as a possibility. More clarity of the committee's proceedings was requested, and it is important to have the committee communicating with the Vestry. (On October 26, Steve sent the Vestry a series of e-mails he received from Nancy over the past several months with notes from the GCDC meetings.)
- The committee met with the architect, and Phillip noted the requested grant had been received for the architectural review. There were productive conversations with the architect regarding development. The architects were very excited by the historical drawings of early church plans, which Phillip showed them. Preserving the drawings was discussed, and it was suggested prints of some of the drawings might be sold as a fundraiser to pay for preserving the originals.
- Further discussion is needed with Grace Institute regarding its relationship with the parish and the development ideas. It was decided both parties should meet and develop a shared language as to who the two organizations are in relation to one another.
- The committee reviewed a list of space needs and found PHAME has a clear idea of their needs. It was noted Ashley has too much to do with all her current duties as well as development issues, and Grace Foundation may be asked to fund an assistant for Ashley so she can devote more time to the development project.
- It was decided a parish vision statement will be worked on at the next Sunday's conversation regarding development.

2.8 Stewardship Letter

- Although not on the agenda, Martin shared a draft of the stewardship letter and reviewed it with the Vestry. He noted Phil Brochard, from All Soul's in Berkeley, will preach during the stewardship campaign on November 11th, and Martin will also go to Berkeley one Sunday to preach.
- Martin needs ideas for Week 4 of the stewardship letter, and, after discussion, it was decided the Week 4 idea could be "What are your dreams for participating at Grace".

2.9 Reports

- Rector
 - Martin reported Uber's legal counsel has heavily edited the parking contract and wanted parking exclusivity. A revised contract will be provided to Uber by Martin, and he noted the 15-day termination option, which can be used if both parties are not satisfied with the parking arrangement.
- Jr. Warden
 - Dave was absent, and there was no report.
- Treasurer
 - Curt distributed reports, including one to be shared with the parish, which summarizes the financial situation. He noted pledges are still behind, and expenses are in line with the budget. He anticipates Grace Foundation will be caught up soon, and monies from the auction will be added as well.

2.10 Other Business

- There have been concerns recently about some members of the parish contacting neighborhood organizations on behalf of the parish. Martin and Nancy are in conversation with the parishioners in question.
- Nora left the meeting at this point due to a prior commitment. In her absence, there was a brief discussion regarding having Nora, who is scheduled to leave the Vestry January 1, 2019, complete the remainder of Dave's term, which is until January 1, 2020. Nora had previously indicated her willingness to extend her term. Louise moved to have Nora complete the remainder of Dave's term and serve on the Vestry until January 1, 2020. There was no further discussion, and the motion passed unanimously.
- In answer to questions about the Grace Campus Development Committee, it was noted Curt and Ross are a subcommittee of GCDC researching low-income development possibilities.

3.9 Closing Prayer

- Martin offered a closing prayer, and the meeting was adjourned at 7:55 pm.

E-mail discussion following the Vestry meeting

- On October 18, Martin sent an e-mail to the Vestry noting he had forgotten to include an item on the agenda. The GI Board would like to have the Vestry approve the appointment of Mike Bennison to the

GI Board. A resume and e-mail from Becky was attached to the e-mail for review. There was no discussion, and Elyssa moved to approve the appointment of Mike Bennison to the Grace Institute Board. Robin seconded the motion. There was no further discussion, and the motion passed on October 19 via an e-mail vote.

- On October 24, Geoff's letter and Reaffirmation letter was circulated via e-mail by Martin. After a brief discussion Louise moved to have the Vestry approve the Reaffirmation letter and send it to the Diocese. Andrew seconded the motion. There was no further discussion, and the motion passed on October 25 via an e-mail vote.

Respectfully submitted,

Alicia Perkins Lehrle, Clerk