

**Grace Memorial Episcopal Church**

**Vestry Meeting Minutes**

**December 18, 2018**

**Members of the Vestry**

Elyssa de la Cruz  
Cameron Denney  
Andrew Eshleman  
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

**Members of the Vestry Absent**

David Goodrich

**Prior to December 18, 2018 Vestry Meeting**

Approval of the Minutes

- The minutes from the November 17, 2018 Vestry meeting were distributed and discussed via e-mail prior to the current meeting. Curt moved to accept the minutes as amended, and Cameron seconded the motion. The motion passed with an e-mail vote on December 5, 2018.

**1. Formation**

1.1 Opening Prayers

- The meeting was called to order at 6:10pm with a reading from Acts in an abbreviated form of lectio divina, followed by an opening prayer from Martin.

## 2. Items

### 2.1 Discussion re Curate

- A lengthy discussion regarding adding a curate to the staff at Grace took place during the Mutual Ministry Review (MMR) on Saturday, December 15. It was decided at the MMR action was needed by the Vestry as well as further discussion. Finding the additional funds needed to have a curate is the main issue, but it was pointed out the financing team is a strong one and should be able to find a solution. Martin would like to invite Jeanne Kaliszewski to preach at Grace, possibly in February. Martin offered the idea of asking the Diocese to fund more of the cost the first year of the curacy and less in the subsequent 2 years. It may be easier to raise the additional funds once the parish experiences the value of having a curate.
- After further discussion, Louise made a motion to pursue a grant from the Diocese for a curate and convene the major fund raising committee to raise the needed funds. Cameron seconded the motion. There was no additional discussion, and the motion passed unanimously.

### 2.2 MMR Debrief

- Martin was particularly interested in evaluating the process and whether or not the questions asked were good ones. After some discussion, it was generally felt the questions were good and appropriate although some editing might be needed for the next MMR. It was appreciated having the questions in advance of the MMR. Including a long range plan, if appropriate, was also suggested for the next MMR.
- Other comments included:
  - There was not as much goal setting as anticipated. More time is needed for a goals discussion and the correct goals need to be identified.
  - It was good to have time for discussion without the time constraints of a regular Vestry meeting.
  - Holding an MMR more than once a year was suggested, especially as the Vestry is undergoing a great deal of pressure with the development project and could use additional discussion time outside of regular Vestry meetings.
  - A retreat with the development committee was suggested.
  - And next time, take photos!
- Cameron was thanked for the use of her lovely home in Sandy.

### 2.3 Walsh Contract Extension

- Martin and Nancy are working on updating a contract extension with Walsh Construction Co. (WCC) to clarify certain points. The original proposed hours have all been used and an additional \$75,000 is being requested with \$10,000 paid immediately. The goal of the extension is to have a submission made for a tax credit application, which would bring the consultation portion of the project to a conclusion.
- PHAME may be willing to contribute towards the \$10,000, and Martin will talk to Jenny. A financial contribution from PHAME would help determine PHAME's level of commitment to the project. Quad, Inc. and Grace Institute were also suggested as possible contributors.

- After additional discussion, it was decided the Vestry would like to review the amended contract before voting whether or not to accept it. The amended contract will be distributed via e-mail to the Vestry for a review and vote.

#### 2.4 Stewardship Campaign - 2020

- Martin said more planning is needed for the stewardship campaign and added, if Grace acquires a curate in the new year, the curate will be included on the campaign committee. Curt said he would like to be the committee's advisor. Other members of the committee have not been determined.
- A discussion took place about giving at Grace and stewardship perceptions among members of the parish. It was suggested information showing the metrics of giving (anonymously, of course) could be of value to show the wide range of giving levels. Also suggested was information showing the cost of the services provided at Grace. It was noted some prefer to give to a specific item or goal rather than to a general fund. Adding a readily visible "Donate" button to Grace's webpage was suggested as was contacting "Friends of Grace", which includes past parishioners and Art Camp families.
- It was agreed more data about giving is needed by the Vestry so stewardship information can be disbursed effectively and also throughout the year. The discussion will be continued at the next Vestry meeting.

#### 2.5 Moment of Grace

- Steve read a passage from Henri Nouwen's work titled Discernment.

#### 2.6 GCDC Update

- Phillip, Robin and Andrew provided updates on the GCDC including a meeting scheduled to take place on the 19<sup>th</sup> and noted other meetings have taken place since the last Vestry meeting. All were encouraged to read the notes from prior meetings.
- Quad Inc. may be a good fit as a partner in the development, but the possibility is only in the beginning stages. Quad Inc. will reach out to Housing Development Commission (HDC) to find out if HDC thinks the project is feasible.
- A question was raised about issuing an RFP (Request for Proposal) vs. only directly exploring an agreement with Quad Inc. After some discussion, it was agreed that issuing an RFP still is a possibility, but, RFP or not, more information will need to be assembled about what we are looking for in a developer, and the Vestry needs to approve the scope of work and expectations for the project as well as identifying the desired qualifications and experience of any developer we hire.
- Martin will be having a conversation over coffee with Doug Scott who has experience with this type of development, and Martin hopes to gain additional information for the Vestry.

#### 2.7 GI Board Candidates

- Elyssa was very pleased to present the two new GI Board members, Evelyn Prater and Molly Bennison. Their resumes were provided to the Vestry via e-mail prior to the Vestry meeting. Evelyn is a new

parishioner who is a very creative person and brings board experience. Molly has grant writing and outreach expertise, and both are very enthusiastic about being on the GI Board.

- After a brief discussion, Andrew moved to approve Evelyn Prater and Molly Bennison as GI Board members, and Phillip seconded the motion. There was some additional discussion, and the motion passed unanimously.

## 2.8 Vestry Parish Presentations – Prep

- There was a discussion on the best way to prepare and present Vestry updates to the congregation during the service on the first Sunday of the month. It was decided to take four points from the Vestry meeting and briefly summarize them, adding the complete minutes are available online and outside the office for more detail. Nancy is also available to report on the development committee, but it was agreed one of the Vestry liaisons to the GCDC should give that report with Nancy's guidance.
- After further discussion, it was decided Robin will give the GCDC report and Peyton will give the Vestry report on the first Sunday in January.

## 2.9 Reports

- Rector
  - Martin reported Keaka would like to resign due to the recent traumatic events in his family. Martin has offered him a leave of absence instead, and Keaka is considering that option. Jackie and Martin are searching for a substitute for Keaka, hopefully just a temporary one.
- Jr. Warden
  - Dave was absent, and there was no report
- Treasurer
  - Curt distributed financial reports and noted there is a steady flow of revenue, and he has no concerns. He has discovered Grace has approximately \$50,000 available in securities, which has not been included on previous financial statements. While he needs to do a thorough internal audit to discover how this discrepancy occurred, the money is available in the restricted and reserved funds.
  - He noted Grace Foundation has lost a little money due to the stock market fluctuation, but he's not too concerned as this is the nature of the market. He is continuing with his clean-up of the books.

## 2.9 Other Business

- Louise noted the nominating committee is close to having a slate to present to the Vestry. The plan is to approve the slate at the January 15 Vestry meeting and then provide it to the parish before the Annual Meeting.
- Andrew commented the Vestry should carefully consider the process to have a curate come to Grace to ensure all the correct steps are taken and carefully considered.

3.9 Closing Prayer

- Martin offered a closing prayer, and the meeting was adjourned at 7:50 pm.

Respectfully submitted,

Alicia Perkins Lehrle, Clerk