

**St. Andrew's Episcopal Church
Elyria, OH**

Vestry Meeting Minutes June 12, 2024

Present: Rev. June Hardy Dorsey, Karen Hahn, Amy Kellogg, Judi Hudnutt, Kathy Kerber, Amanda Nagy, Jon Quisenberry, Hans VanWormer, Doug Skladan-Treasurer, Jane McDonald-Assistant Treasurer

Excused: Allison Harris, Lindsey Varga

Opening Prayer – Rev. June

Call to order: 7:08pm

Kathy Kerber moved to accept the Vestry minutes for May 8, seconded by Judi Hudnutt; motion passed with one abstention.

Correspondence: Thank you from Chief William Pelko, Elyria Chief of Police on behalf of the Lorain County Chief's Association & Thank you from Rev. William McFadden who serves on the Neighborhood Alliance Capital Campaign Board. See archive for copies.

Treasurer's Report/Finance Report - Doug Skladan

See attached

It was pointed out that there are some pledging units that have not made any contributions and others that have contributed very little of their pledge.

Hans VanWormer moved to accept financial reports for May 2024 for audit, seconded by Amy Kellogg; motion passed.

Rector's Report - Rev. June Hardy-Dorsey

See attached. Highlights include:

- 2024 is not the year for St. Andrew's to send a team to the College of Congregational Development due to scheduling conflicts.
- An Anonymous donor has offered to fund the JIF Youth Ministry Fund with \$80K to be used for the salary of a Youth Minister.

June asked the Vestry to brainstorm the following:

- Within the last 24 months, how does St. Andrew's gather?
- How do we imagine gathering moving forward in ways we haven't in recent years or have never done before?

Vestry contributed with many responses.

Senior Warden Report – Kathy Kerber

See attached

Junior Warden Report - Hans VanWormer

- Esser Plumbing replaced a bad control head on the boiler heating system and we also received a warranty replacement on the domestic hot water aquastat.
- Mitsubishi A/C unit on 2nd floor had an error code and would not run. Allen Refrigeration responded and repaired unit.
- I am currently working on plaster repair in the bell tower entry and once it its restored, matching paint will be completed.
- Esser Plumbing has been scheduled to install the new water filling stations between June 25-27.

After discussion, it was decided CDC will be asked to manage water bottle acquisition ensuring grant guidelines are followed.

Commission Reports

Worship – See Rector's report

CDC – See report attached

Youth – See report attached

Old Business

Kathy Kerber moved to charge expenses for the Pilgrimage to General Convention to Inreach/Outreach account 20110 and not to Youth Account 20149 as approved in April, seconded by Hans VanWormer. The change is a result of the Pilgrimage changing from primarily a youth opportunity to an intergenerational/adult opportunity. Motion passed.

New Business

Kathy Kerber moved to acknowledge receipt, acceptance and filing of the 2023 Audit Report, seconded by Judi Hudnutt; motion passed.

Kathy Kerber moved to transfer \$8000 from Organ Fund Account 22136 to Organ Restoration Fund Account 20142 to make final payment to Leek Pipe Organs and for payment for remaining electrical work (lights) and plaque, seconded by Amy Kellogg; motion passed.

Kathy Kerber moved to subsidize Guardian Baseball Tickets (June 21 game) by \$9 per ticket (anticipated total \$315) to be charged to Christian Formation Account 50410, seconded by Hans VanWormer; motion passed with one abstention.

Kathy Kerber moved to transfer \$600 from Christian Formation Account 50410 to Parish Life Account 50440 to cover expenses for Bishop Lunch in April, seconded by Judi Hudnutt; motion passed.

Kathy Kerber moved to appoint the following individuals as signers of the Huntington checking accounts: Judi Hudnutt, Jane McDonald, Jim Jablonski, Jon Quisenberry, and Doug Skladan, seconded by Amy Kellogg. Doug Skladan, Treasurer, explained that due to volunteer availability, new volunteers were needed. This action supersedes past Vestry action. Motion passed.

Hans VanWormer moved to enter into a contract with Locke's Go Green for site preparation, stone wall repair, and installation of labyrinth/memorial garden in the open space on 3rd Street for a total cost of \$66,478, seconded by Judi Hudnutt; discussion followed about the advantages including: environmentally friendly, open to the public, community outreach, etc. Motion passed.

Hans VanWormer moved to transfer \$60,478 from JIF Account 31508 to GWF Money Market Capital Projects Account 31903 and transfer to Huntington Account 20174 to fund labyrinth/ memorial Garden, seconded by Judi Hudnutt; motion passed.

Hans VanWormer moved to transfer \$6000 from Huntington Memorial Fund Account 22132 to Huntington Account 20174 to offset price increase from 2023 quote for labyrinth/memorial garden project, seconded by Amy Kellogg; motion passed.

Hans VanWormer moved to allocate funds up to \$320 from Outreach/Inreach Account 20110 to cover lunch expenses for the parish wide strategic plan conversation, seconded by Amanda Nagy; motion passed.

Amy Kellogg moved to accept the \$80K donation, to be paid in \$10K increments, quarterly over the next 2 years to be deposited in the Youth Ministry JIF Fund, seconded by Hans VanWormer; motion passed.

Kathy Kerber moved to allocate \$700 from General Operating Income Account 20110 for Parish Life, seconded by Hans VanWormer; motion passed.

Hans VanWormer moved to transfer \$25K from GWF Account 31903 to Huntington Account 20177 for 2024 Churchwide AV upgrades and transfer \$5K from Livestream & Digital Ministry Account 20153 to meet expenses, seconded by Jon Quisenberry. Discussion followed, Hans VanWormer moved to table the motion with certainty, seconded by Jon Quisenberry; motion passed.

Reminder, Budgets for 2025 are due June 30.

Closing Prayer – Jon Quisenberry

Jon Quisenberry moved to adjourn

Next Vestry meeting, July 10, 2024, 7pm on Zoom

Respectfully submitted,
Michelle VanWormer
Vestry Clerk 2024

The Rector's Report to the Vestry for the June 12, 2024 Meeting

Worship continues to be central to the life and ministry of St. Andrew's. Beginning in the season after Pentecost, we have transitioned to traditional Rite 1 for the 8:30 am service, continued with Enriching Our Worship for most of the 10:30 am services and alternating Ante-Communion and Morning Prayer in a variety of formats for the Zoom Service. We are planning some "one off" summer services for later in the summer including an outdoor service that may be a joint service with the other Episcopal Churches in Lorain County or may just be a St. Andrew's endeavor. We are exploring the possibility of gathering in the Parish Hall on June 22 from 7 to 9 pm to watch a livestream of the "Love Always", Episcopal Revival led by Bishop Michael Curry.

Staff Supervision continues to be a priority as we seek to clarify and evaluate job descriptions for each of the parish staff positions. Dates have been set for staff supervision conversations with each staff member and recommendations for changes will be presented to the Vestry as they emerge. Though the Rector supervises the staff, the Vestry approves the job descriptions as a way of our mutual ministry. Michael Taylor has been hired to be a summer janitorial assistant. He will work 10-15 hours per week, for most weeks in the summer. This position is being funded from the Sexton Salary budget line and will be maintained within its constraints. One purpose of having Michael in the building most days of the week is to determine if the current sexton job description needs to be amended and or divided as our post-Covid building needs become more apparent.

The Episcopal Church of Lorain County (Christ Church, Oberlin, Church of the Redeemer, Lorain and St. Andrew's, Elyria) continues to work together in ministry and on mission. The clergy regularly meet together and recently, three parish members were invited to join for a conversation and discernment about how we might move forward together. Two opportunities for collaboration and cooperation were identified. We will have an Episcopal presence at the Lorain County Pride Festival on June 29 from Noon to 4 pm at Tappan Square in Oberlin, sharing the message of "God Loves You, No exceptions." When many churches do not offer this message to the LGBTQ+ community, it is especially important for us to do so. We also decided to have a Episcopal Church of Lorain County volunteer day at the Second Harvest Food Bank. This organization is a partner with all three churches and is vital to our respective ministries of sharing meals and food in our communities. The date is TBD but the tasks will be

- a) helping to sort and pack food boxes for distribution and/or
- b) staffing a mobile food distribution in a community in Lorain County.

Once a date has been determined, volunteers will be recruited and we will have a day of working and serving together as the Episcopal Church of Lorain County. I have also been invited by Father Andy McQuery to assist with the funeral of Alison Ricker on June 22 at Christ Church.

Strategic Plan Next Steps A parishwide Open Conversation will take place on June 30 immediately following the 10:30 am worship service to help with the discernment process in formulating the next Strategic Plan. Trusting that the Holy Spirit will speak to and in and with us when we listen, we will engage such questions as: Who are we as a church today? Who do we believe we are being called to be? Where are we being called to go? What are we being

called to do? These are not new questions and we have addressed them in a variety of ways in times past but this new time of looking ahead brings us back to these questions. Please mark June 30 at 12:15 pm on your calendar and make an effort to join the conversation. We are asking for sign ups so we can adequately plan for lunch and I am asking the vestry to allocate funds (up to \$320) from 20110 Outreach/Inreach to cover the cost of the lunch. The exact cost will be determined by the number of people attending.

Lorain County Police Memorial Service was held at St. Andrew's on May 9 at 11 am because inclement weather prohibited the gathering at the Police Memorial site on 3rd St. The Memorial Service was followed by a lunch in the Parish Hall provided by the County Prosecutor's Office. I offered the invocation and benediction for the service. I am grateful for this invitation and the ability to pray publicly for those who made the ultimate sacrifice in service of the community and for their families.

2024 Clergy Conference As required by Bishop Anne for all parochial clergy, I attended the 2024 Clergy Conference at Geneva on the Lake, May 21-23. Among other topics, Bishop Anne shared about her position on liturgical structure and gave blanket permission for all churches in the Diocese to use all of the liturgies and musical offerings available on the episcopalcommonprayer.org website. This broadens and deepens the scope of liturgical and music choices and will be incorporated into our common worship in the coming months and years.

College of Congregational Development Through a series of decisions I have determined that 2024 is not the year for St. Andrew's to send a team to the College of Congregational Development. There is building interest and willingness to learn but schedule conflicts and other barriers have led me to this decision. I am grateful for the Vestry's willingness to provide funds for this and hope that those same funds will be made available to take a team next year. There will be other offerings of this congregational development resource throughout the diocese throughout the year and I hope we can avail ourselves of that resource. It seems like a timely tool in regards to the questions we are asking as we move forward.

Neighborhood Alliance Gift We received a note of gratitude from the Rev. William McFadden who serves on the Neighborhood Alliance Capitol Campaign Board. He indicated that he is working to determine the best forum for the presentation of the funds from St. Andrew's.

Regional Confirmation was held on May 18 at Grace Church, Sandusky. St. Andrew's provided worship leadership in the form of Bill Hebble serving as an acolyte and my being able to preach the sermon for the service. 18 people from five parishes in the North Central Mission Area participated in Rites of Initiation. It was a reminder of the unity and connectedness of the church and there was much joy and celebration.

Intergenerational Pilgrimage to General Convention St. Andrew's will have two participants in this endeavor, Sarah Schuster and myself. Because the nature of the event has shifted to an intergenerational adult event, I would like to request that the St. Andrew's funding for support of this event come from 20110 Outreach/Inreach instead of 20149 Children or Youth Projects. Each participant is paying \$200 with subsidy from the Diocese and St.

Andrew's. We will travel, pray, participate in General Convention and include St. Andrew's as we report back to the church about the worship, business and education of this triennial event.

Administration and Communication in depth examination of expenses to assure that the proper budget categories were being charged, working on Google Phone and changing category of PayPal to that of a registered charity. This allows Paypal to use the church's information for identification and allows individuals who have graciously allowed their identification to be used to have those removed from the account.

Rector's Vacation, Professional Development and Continuing Education

1. General Convention Intergenerational Pilgrimage , Louisville, Kentucky June 23-28
2. Contemplative Quiet Retreat at Jesuit Retreat Center Parma, Ohio July 12-19)
(7 days including 1 Sunday. The Rev. Christopher Hofer will be the supply priest for all three services on July 14. A Diocesan Continuing Education Grant was provided to help fund this endeavor.
3. (Tentative) Vacation - July 1 – 11 (9 days including 1 Sunday)

Respectfully submitted,

The Rev. June Hardy Dorsey, Rector. 6-9-24

St. Andrew's Episcopal Church
Finance Report for May, 2024 by Doug Skladan – Treasurer

The purpose of this report is to provide some clarity and identify significant changes or transactions affecting this month's financials and Cash Flow.

Statement of Revenue and Expense by Budget

Revenue

40100 Pledge Income – Pledges were \$5,000 below budget this month. There are five members that have not paid any dollars of their pledge. Also twelve members have not contributed 40% of their pledge.

40200 Non-Pledge, Plate – WE are still ahead of the annual budget by \$2,000.

***Total Operating Income** - \$18,132 vs a budget of \$26,982. YTD is \$149,015 compared to a budget of \$134,912.*

Expense

50100 Build and Grounds Contracts –Romco for fire extinguisher and stove inspection \$851.

50120 Building and Grounds General – Paid Esser for test and trouble shoot \$150.

Facilities – Utilities were under budget.

Mission – Assessment and Outreach lower than budget by \$450.

Tech Support – Web Hosting \$167.88. Computer Backup service \$35.88. Spectrum \$117.80.

Programs – Under budget by \$300 for the month.

Total Staff Expense Under budget for the month by almost \$1,000.

The total expenses were \$24,205 vs. budget of \$26,982 and the YTD is \$1,500 over budget.

This month we experienced a loss of \$6,074 due primarily from a lower income. We are still \$12,465 over budget for the year.

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Statement of Financial Position

10020 Huntington Checking – The account decreased by \$29,376 due to more payments than deposits. Largest was for Leek Pipe Organ for \$18, 600. The transfer of funds from the JIF Account is required.

12100 Joint Investment Fund - The account deceased when I reconciled the April JIF Statement with the financials. \$2,000 of the Outside Sewer Project was returned to the Wassermann Capital Projects.

20114 Carillon Fund – Chime Master service call \$390.

20161 FREEDGE - \$150 was deposited and \$325.20 was transferred to PayPal.

20171 Drinking Fountain – Received the grant of \$4,000 from the State of Ohio.

21100 Rector Disc Fund Pass Thru - \$100 was received and \$2,408 was transferred to the Rector's checking account.

Senior Warden Report
June 9, 2024

1. A "Matter of Money"
Email detailing requirements for vestry approval for all over budget expenditures sent to Commission Chairs. "Check before Spend" was included in bulletins/ and E news sent to parishioners.

2. Safe Church Training
Step One: Go to—<https://www.dohio.org/ministries/safe-church/trainingcertification>
Step Two: Complete electronic registration form information. Select option "Elected positions and other lay leadership" for correct module assignments.
Step Three: Submit request. You will receive an email with links to correct modules
Step Four: Complete modules. Print or save PDF completion certificate(s).
Step Five: Submit paper or electronic copy of certificate to St. Andrew' office.

Five Modules are required for elected positions and lay leadership.
 1. Safe Church- Healthy Boundaries
 2. Safe Church- Inclusion
 3. Safe Church- Power and Relationship
 4. Safe Church- Bullying
 5. Safe Church- Abuse and Neglect

3. "Better Together" Bishop Anne B. Jolly
Met with representatives from the other two Lorain County Episcopal churches to explore opportunities to increase visibility and expand mission in Lorain County.
 1. Pride Celebration- Oberlin Tappan Square June 29
 2. Second Harvest- volunteers to stock. Date to be determined.

June 12, 2024

To the Vestry of St. Andrew's

Dear Vestry members,

As you are aware, one of the major accounts that supports the many programs that St. Andrew's offers to its parishioners which falls under direction of the Congregational Development Commission (Parish Life Account-50440) has been over budget this year.

I have recently reviewed the expenses that have been charged to this account (along with June) and we have determined that several of the expenses charged to this account should have been charged to other accounts (i.e. formation-50410, inreach-50455).

This also reminds me that when the Congregational Development Commission reviewed its expenses for 2023 and proposed a budget for 2024, we asked for an increase in the Parish Life account and requested a budget amount of \$ 1,700.00.

As the Church again started socially interacting in 2023, the Parish Life account was called on to support many more parish events than we did during the previous 2 years when we were not gathering. We knew that 2024 was going to be another year where we were going to be asked to support even more programs for the Parish.

Unfortunately, our Parish Life 2024 budget was set at \$ 1,000.00.

We do have additional programs that will be offered throughout the remainder of the year such as Parish game nights, Parish picnic, Whalen's bike ride/picnic and a Dinner Theater event.

Transferring funds and charging them to their proper accounts will help with our over budget Parish Life account, but it does not address the larger issue of not having enough funding for the Church programs for the remainder of the year.

I cannot stress enough the importance of coming together as a Church family and developing the relationships with each other and with God. Together, we reach out to one another and to the greater community to "Share God's Love".

I would like to request that the vestry fund the programs through the Parish Life account and increase the budget by an additional \$ 700.00 to the amount that was originally requested in our 2024 budget request (\$ 1,700.00).

Respectfully submitted,

Greg Hebble

Congregational Development Commission

May 2024 Youth Report
By Ben Holcomb

Participate fully in the life of the parish by attending Sunday worship, weekly coffee hour, church fellowship, other events, and welcoming visitors.

Attended all 10:30 services but the Second Sunday, as that is my Sunday at Christ Church. I am sure to always interact with the youth and children present, both during church with my children's sermons and after church during coffee hour. There was one family in particular who came. Their adult daughter came a month or so ago, and she brought her family back, so I was sure to make them feel welcomed.

I am also regularly helping out with hospitality for community meals. This is a wonderful ministry that I am part of, and I am glad I get to welcome visitors to our church and help those who need help the most. This month, I helped on May 1st, 7th, and 22nd. It is my hope for the summer to invite one or two youth to help with this.

As I have said in past reports, another responsibility I have is to be the Chartered Organization Representative for troop 3110, the cub scout troop that meets here at St. Andrew's. My main concern is to make connections with the children through regular meetings, building relationships with the children and parents. The cubs had their final meeting and ice cream social this month. They will be back in our space in the beginning of the coming school year.

Stepped in for June to officiate Morning Prayer on Wednesday, May 20th.

I also stepped in to help run the zoom service on Sunday, May 26th while Rev. June was away. This gave me a chance to interact with members of the church I don't get to see every Sunday, which was a blessing.

Spiritually prepare the children and youth to live faithfully in an ever-changing world, with a firm grounding in scripture and the Episcopal tradition.

Thursday evening youth group is done for the summer, and I am taking the summer to plan up a new way to have regular meetings with the youth and children of this church with the help of the youth commission. We are working on a way to have regular meetings not just with the teens, but also with all the children of St. Andrew's. More information will come as we continue to plan through the summer,

On May 25th, on Memorial Day Weekend the youth took a trip to the Cuyahoga Valley National Park for a day in creation! We had a lot of fun hiking, exploring untrod paths and creeks, and being outside with God's nature. We also went into Cuyahoga Falls and got icecream at the end. We all had a great time. Events like these are so important. While I am a spiritual leader, not every interaction I have with the youth can be done from a Bible or BCP in a room or sanctuary. Times like this give us moments of fellowship, where two or three are gathered we can have real-time experience to show us that God is there also.

Pray for the children and families of this parish and strive to know them by name.

In my daily prayer, I always have the youth and families of St. Andrew's on my heart. I make it a point to pray for my ministry and for those I am ministering to every day. I put my prayer into action by seeking to support the youth in their extracurricular activities.

This month, I took two of the seniors out for lunch after church. We spent time eating and I talked to them about their plans after highschool, their expectations and worries for college, and I gave them advice about living in this new world while still caring for themselves as God would have them do.

Recruit, support, and regularly communicate with volunteers for children and youth ministry, in partnership with the Rector and the Youth Ministry Commission.

The Youth Commission and I met on May 16th to begin thinking and planning about what we want the ministry to be and look like in the future. Our main items of discussion this summer will be the new format for youth and also the budget for the coming year.

This year's Sunday Night Bible School's volunteer list is growing! We now have about ten volunteers, and more are sure to join. We have volunteer meetings every two weeks leading up to August.

Coordinate with formation leaders, Youth Ministry Commission members, and the rector on curriculum, and attend staff meetings.

Attended Staff Meeting every Tuesday at 9:30am.

Attended CDC Meeting on May 21st.

Rev. June and I have periodic meetings to discuss programming details and curriculum and service components that I am involved with, like the Youth-led service, or leading zoom.

Communicate program information and promote its visibility to the participants, nearby parishes and the wider community through multiple channels as appropriate.
Maintain documentation and records for ministry programs and events.

I use emails, text chains, and phone calls to reach out to parents and youth to communicate with them about upcoming events. This month, I kept in consistent contact about the Youth-led service. I also make a monthly article for the St. Andrew's Carillon.

I use so many forms of communication because everyone communicates differently. Some people respond better to a phone call, while others like texts, while still others prefer emails. It is much easier to know how to reach out to a person or group of people if I know which way they prefer to be reached. I have even tried online surveys to gather information about youth, which has been an ongoing experiment for some months now.

I am currently talking with Fr. Andy McQuery at Christ Church Oberlin and Fr. Seth Wymer at Grace Sandusky as well as Rev. June about connecting our youth with other churches in many different ways. Most notable will be SNBS, which I am working on connecting the churches in our entire mission area to.

Participate in and encourage children and youth involvement in Diocesan and churchwide programs, including Diocesan Youth ministry, Bellwether Farm, and collaboration on mission trip experiences as available.

Currently, I am making a rather large push for our children and youth to go to Bellwether Summer Camp this year. I am doing this by reaching out to parents and children who have been part of the camp before, and those who might benefit from such an experience. I am more involved in Bellwether this year, which gives me a good amount of helpful information to give to youth and parents alike. This summer, I will also spend a week at Bellwether as a Chaplain to the Sr. High teens who come.

One of our seniors will be participating as one of Bellwether Farm's counselors this summer, which is going to be a great way for them to connect with leaders, kids, and churches from all over the Diocese.

Assist in development of the budget for children and youth ministry.

During the summer, the Youth Commission and I will make a preliminary plan for youth events in 2025, including the financial needs of said events.

Integrate and support children and youth involvement in parish outreach activities and worship.

It is my hope that I will have youth participation in a few different ministries in the coming months. First, I am working on inviting our older youth to help out with Community Meals hospitality. This will allow them to help St. Andrew's in ministering to the people of our community and giving to them in a very meaningful way.

I will also be having youth help with SNBS this year, which will hopefully have more participation outside our own parish.

Collaborate with local outreach opportunities for a "Mini-mission Day Camp" or similar experience for children.

The "Mini-mission Day camp" has not been a present ministry at St. Andrew's, but with the Youth Commission there is a greater possibility of creating something similar to this in our church to help our youth reach out to our community.

Coordinate a shared parish one-week Vacation Bible School annually.

VBS is going through some much-needed changes. First off, it is no longer called VBS, but Sunday Night Bible School. This year, SNBS will be held every Sunday in August (4, 11, 18, 25) and on September 1st. It will be in the evenings from 5:00pm-7:00pm. There will be a meal, followed by a time of worship, breakout groups with games, activities, and Bible study. We will then meet once more for worship before the end of the night. We just had a meeting on April 30th to go over volunteer roles and expectations. We will be meeting every two weeks until SNBS starts.

I am currently in communication with Christ Church Oberlin and Grace Sandusky, and will soon reach out to Redeemer Lorain to find people who would like to come to our new SNBS, as well as people who would be willing to help with it.