

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

Minutes of Vestry Meeting September 10, 2025

Present: Rev. June Hardy Dorsey, Harry Finkbone, Allison Harris, Judi Hudnutt, Amy Kellogg, Deb Schwan, Kathy Kerber, Jane Mc Donald- Assistant Treasurer, Doug Skladan-Treasurer

Excused: Hans Van Wormer, Myki Van Wormer- Vestry Clerk, Bill Hebble
Lindsey Varga

Call to Order: 7:02 pm

Minutes and Correspondence

Judi Hudnutt moved to accept the Vestry minutes for August 13, 2025. Motion seconded by Deb Schwan. Motion passed.

No correspondence.

Reverend June Hardy Dorsey requested that the topic Anti- Racism Resolution/Diocesan Convention be added to Agenda section Rector's Report.

Devotional

Harry Finkbone led the meeting devotional discussing the theme "Feed the hungry with a sense of dignity and friendship".

Treasurer's Report/Financials- Doug Skladan

See Attached

Judi Hudnutt moved to accept financial reports for August 2025 for audit, seconded by Allison Harris; motion passed.

Doug Skladan- Treasurer presented 2026 Preliminary Budget. Pledge income will need to increase by 13.9 % to balance budget. Final budget needs to be approved at the December 2025 meeting.

Rector's Report

Worship- St. Andrew's total Sunday worship participation range is high forties to high sixties. This range reflects all 3 services (8:30 am, Zoom at 9:30 am, 10:30 am). Goal is to have combined services 4 to 5 times a year. Acolyte recruiting and training will begin this September/October. Individuals age third grade and older are invited to participate.

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Vestry Nominating Committee- Tradition is for outgoing Vestry members to participate on the Nominating Committee. Hans Van Wormer, Amy Kellogg and Allison Frazier are completing their three-year terms.

Anti-racism Resolution at Diocesan Convention- Reverend June shared that she is a sponsor of this resolution.

Senior Warden's Report

See attached.

The Fundraising Policy is deferred until October meeting.

Junior Warden's Report

See attached.

Commission Reports

Worship- See Rector's Report

Resource Management Commission (RMC) See RMC minutes from September 3, 2025.

Youth Commission- See Youth Commission report.

Congregational Development Commission- See report included with the Senior Warden Report.

Old Business

Go Green Landscaping Maintenance Contract Clarification- Amy Kellogg requested discussion to be tabled until next month.

New Business

1. Motion: Kathy Kerber moved to authorize the Treasurer to transfer \$5700.00 from JIF Sylvia Taylor Fund #31700 to Huntington Special Projects # 21182 to cover expenses for additional work identified by Freeman Nuisance Control to eliminate further bat incursions. Motion seconded by Amy Kellogg. Motion passed.
2. Revised motion: Kathy Kerber moved to authorize Treasurer to transfer \$126, 313.86 from GWF Reserve Money Market Fund #315-08 to Balanced Fund. Motion seconded by Deb Schwan. Motion passed.
3. Motion: Amy Kellogg moved to adopt 2026 preliminary budget as presented by the Treasurer. Motion seconded by Judi Hudnutt. Motion passed.

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4. Motion: Allison Harris moved to authorize the treasurer to sign an agreement with Republic Services for trash/waste removal. Harry Finkbone seconded the motion. Motion passed.

Open Discussion

Closing Prayer- Amy Kellogg

Amy Kellogg moved to adjourn. Harry Finkbone seconded the motion. Motion passed.

Next Vestry meeting is Wednesday October 8, 2025 at 7 pm. Zoom Format.

Submitted by
Kathy Kerber
Senior Warden 2025

St. Andrew's Episcopal Church

Finance Report for August 2025 by Doug Skladan – Treasurer

The purpose of this report is to provide some clarity and identify significant changes or transactions affecting this month's financial statement and the July JIF Statement.

Statement of Financial Position

10020 Huntington Checking – Our checking account balance dropped by \$5,968 due to lower pledge income and greater expense. The Sylvia Taylor transfer has not yet been received.

20003 Prepaid Insurance – Received the quarterly invoice of \$6,227.25 which was paid. Expense for August was \$2,075.83.

20128 Outreach Community- Received the \$6,000 transfer from the JIF. Also received a 2024 assessment reimbursement of \$8,275.46 from the Diocese. The CDC voted at their meeting to transfer \$6,000 of this to Community Meals as cost have risen. To be posted in September.

20138 Choral Scholars, Musicians – Received the \$500 from the JIF Frazier Fund. Paid \$300 to the Jazz Mass Musicians.

20161 Freedge – Purchased \$304.78 and received \$100.

20162 Church Retreat – Expense was \$4,063.

21101 Pending receipt from the JIF - Waiting transfer of \$10,000 from the Sylvia Taylor Fund, \$2,592.73 for AC repair from Special Projects and \$1,513.85 for Kitchen Counter Tops from Special Projects.

21182 Special Projects Huntington – Other – Water filter exchange \$1,460.

JIF Funds reconciled thru July. The Market Value Change for the Balanced Fund Jif was over \$2,000. Note: The funds in the Money

Market would have also increased by over \$2,00 if the money was in the BF.

Statement of Revenue and Expense by Budget

40100 Pledge Income – Under budget by \$2,180. YTD is now under budget by \$608.

40450 Misc. Income – \$253.26 received for T shirts.

Expense

50140 Electricity - \$1,179.01 AC running.

50242 Live Stream - \$450.

VBS charges of \$804.38 transferred to Formation.

50465 Worship Commission - \$419 was paid for Rite Planning Subscription.

Total income was \$22,954 versus a budget \$29,498 and Total Expense was \$31,807 budget \$29,694. Monthly loss of \$8,852 and the YTD is \$10,447.

Senior Warden Report
September 8, 2025

United Thank Offering (UTO)- I would like to extend my gratitude to everyone that contributed to the UTO campaign and especially to the children who separated the coins. The money counters completed the counting/wrapping on 9/8/25. A total of \$543.60 was donated. In addition, one person contributed a check payable to UTO. This check will be sent to UTO along with the proceeds collected at St. Andrew's. Total contributions to date from St. Andrew's parishioners is \$643.60.

Stewardship Campaign- The Stewardship Campaign for 2026 begins 9/14/ through 10/12/25. The earlier start date will aid in finalizing the budget and organizing pledge documentation procedures before January 1. This will also help the money counters as contributions increase during this time period (Christmas memorials, flowers, end of year catch up with pledges and required minimum distributions).

Fundraising Policy- The Fundraising Policy is still under review. The current policy has a created/review date of 2015. It is well written. During the past 10 years, internal process changes and external drivers require the update of this policy. The draft of the proposed 2025 policy has the following strengths:

1. It defines the types of fundraising activities permitted at St. Andrew's events
2. It specifies the procedure for processing money collected during a St. Andrew's event
3. Assigns accountability to commission chairs for keeping records of funds raised and spent

The 2025 policy has the following weaknesses:

1. The 2025 policy does not have the forms of 2015 policy. My concern with forms is compliance with completion of forms and who is accountable to oversee compliance.
2. I think a statement is needed that releases St. Andrews's of fundraising oversight for outside groups that sign a building use contract and conduct fundraising activities within the St, Andrew's building.

My recommendation is to continue investigation and discussion regarding fund raising activities by outside organizations.

Congregational Development Commission

Apple Festival- Promote Labyrinth with Signs. Historically, open house attendance is minimal. Will defer open house this year.

Community Meals- Guest numbers continue to grow. There is a need for volunteers for both hospitality and preparation.

FREEDGE- challenging to keep FREEDGE stocked due to demand. Need to recruit another shopper discussed.

Newcomers Lunch is scheduled for October 26, 2025 after 10:30 service.

Jr. Warden Report 09/10/25

We passed our inspection on the hood and insulation has been installed. The fire suppression system and electrical wiring is being completed.

We are awaiting city approval of the plans to close in the second-floor classroom chase and plaster the ceiling in the kitchen.

On Monday, September 8, the new counter was installed in the little kitchen and the faucet was reconnected on Tuesday.

Freeman Nuisance Control began work to eliminate our bat issue. The crew opened the space in the peak above the choir loft and found and cleaned some old nest material and located some passages that weren't visible during early inspection. The crew then did additional inspection outside and found that there are potential incursion points all around the facia. I received an updated estimate of repairs which will include everything from the original bid as well as sealing of the entire facia around the Nave/Chapel/Altar. The updated quote is in the amount of \$13,779.70. Original approved contract is \$8,079.70. NOTE: All work carries a 1-year warranty.

*New Business

I make a motion to transfer \$5,700.00 from Sylvia Taylor Special Projects 31700 to Huntington checking 11000 to cover the additional work identified by Freeman Nuisance Control to eliminate further bat incursion.

Respectfully,

Hans Van Wormer

Resource Management Commission Meeting, September 3, 2025

Members: 6

Barbara Prior (+), Jean Hays (+)

Amy Kellogg (+), Karl Kirk (+)

Gary Pressnell (x), Matt Skladan (x)

Also invited: 2

Bill Taylor, Sexton (x)

Jane McDonald, Asst. Treasurer (+)

Ex-Officio members: 3

June Dorsey, Rector (x)

Doug Skladan, Treasurer (+)

Kathy Kerber, Sr. Warden (+)

+ Present; x Absent

1. Fall Stewardship Campaign. (Jean & Amy)

Sunday 9/14 to Sunday 10/12 (4 weeks)

Materials will be sent to the majority of parishoners electronically. Revision of letter and pledge cards in process. Lining up speakers for Sunday presentations. Speakers will also provide summary for the E-News.

Will Parsons: Peace and Justice coalition

Megan Quisenberry: Live streaming services

Jean Hays: Freedge

Hans Van Wormer: Facility improvements to better meet our mission such as the Labyrinth, kitchen renovation, bathroom improvements, etc.

2. Volunteer opportunities

Freedge discussion raised their need for additional volunteers, which Jean will include in her presentation.

The Altar Guild and Community Meals also need more volunteers. We used to invite parishoners to join our groups on "Opening Day" and "Rally Day". Since All Saints Sunday is a single service, we agreed to offer a similar opportunity at that time, format TBD. In the meantime, Barb will ask the commission/ unit heads to briefly describe needed help, including frequency, amount of time it takes, and any other requirements.

3. Finalizing the 2026 budget draft

Went through the budget line by line. Barb made required revisions and distributed to the group (attached to this email).

Need estimate for the new range hood's annual maintenance and cleaning contract; Barb contacted Hans this evening. Amy also offered to call Hans. Doug will do final budget review and send to the Vestry before their 9/10/2025 meeting.

July 2025 Youth Report
By Ben Holcomb

****Please note that the highlighted areas are work that I have done that was specific to this month, while the other parts are part of my day-to-day work that I do year-round. This is to show you how my ministry grows and evolves over the year, and also to show you the constancy of my ministry here.****

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

I attended 10:30 services on August 3rd, 17th, 24th, and 31st. I also attended and helped out with the church retreat on Aug. 15-16.

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. We had a number of visitors this month because of Easter that I made a point to greet and welcome.

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 August 6th and 27th.

Cub scout troop 3110 is not meeting during the summer, but will start again on September 2nd.

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

Once again, a huge part of my ministry here is to provide opportunities for fellowship and model what that looks like in a community of faith. God created us to be together in community, so I try to cultivate that in creative ways.

Sunday Night Bible School ended on August 10th, and I am so proud of this program. I am very excited to do it again next year!

There were no events this month due to SNBS.

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. With spring concerts and sports coming up, I will have ample opportunity to support our youth in many ways by attending their events and showing up for them outside the walls of the church building. During the summer, I hope to have some extra events to be involved with the youth and children's lives.

I take my prayer life very seriously. I pray twice a day, and I pay special attention to taking time in each prayer to think about the needs of the parishioners and the children of St. Andrew's, and how I can best pray for them.

I want to say thank you again to everyone who either came to SNBS to be a part of the program, or volunteered to make it happen. None of it would have been possible without you!

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 Aug. 20th to make the budget and plan ahead while I am on parental leave from Sept. 7-Oct. 21.

The Sundays at St. Andrew's volunteers and I continue to stay in consistent communication through meetings, emails, and text messages to stay on the same page for meeting times, activities, and extra details of the evenings.

I have made two surveys around SNBS; one is for the participants, so I can learn from them what went well and what needs work, and one for the volunteers, to see how I can make the planning process easier and more efficient as a leader.

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

I attended Staff Meeting on Wednesdays at 10:00am and other times as needed.

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 events, retreat, discernment, or leading zoom.

Rev. June and I will be met on August 20th to discuss my leave when my son is born. It is my hope that the ministries I started will be just as present and important while I am gone. More information will be forthcoming.

Communicate program information and promote its visibility to the participants, nearby parishes and the wider community through multiple channels as appropriate.

I use emails, text chains, and phone calls to reach out to parents and youth to communicate with them about upcoming events. I also make a monthly article for the St. Andrew's Carillon.

One-on-one communication works the best, and each person responds differently to emails, texts and calls. I have also asked for help from members of the youth commission to be reaching out to participants as well. This especially has become invaluable to the communication of youth details.

While I am on leave, Rev. June and Amanda Van Wormer are the people that will be communicating with parents and kids about events and Sunday Night Bible School.

Maintain documentation and records for ministry programs and events.

Besides these reports, I also record ministry events and programs via the Carillon and photos which can be found in many mediums, from newsletters to Facebook. I have also started recording Sundays at St. Andrew's in the service record book.

I have also started recording specifically who is at Sundays at St. Andrew's.

I keep all forms that were filled out for any reason involving my ministry here, should I ever need the information on them.

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.

As summer fast approaches, my goals once again turn to recruiting kids and advertising for Bellwether Summer Camp. I am a 100% supporter of this ministry, and I try my best for as many of our youth and children as possible to attend.

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

The budget for the coming year is planned.

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

With our new format for youth, there will be plenty of opportunities for our older youth to step in as leaders for our younger members and walk with them in fellowship and formation. This is a very exciting opportunity for our teens, as it gives them real-world experience in working in groups and in leadership. One of our former youth is already helping consistently with Sundays and St. Andrew's.

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. This could be done through the LCUL, Bellwether, or any number of Elyria-based non-profits.

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

As I said above, SNBS has ended, and I believe we have had another resounding success. I am so amazed at how willing everybody was to come together to play, sing, and learn together as one church. We had people from all ages come to be a part of this program, and we averaged about 20 people per Sunday, and a total of over 30 individuals came throughout the program. The kids had a great time with the Bible stories, crafts, and games, and the adults had a great time in formation as one group. However, my true love of this program happens when we're all together. Together, we sang and danced and ate all as one church, and I was surprised every time at almost every single adult dancing and grooving right next to the kids, and the kids having deep conversations during meal times with the adults. This, siblings in faith, is the meaning of the church.

Sundays at St. Andrew's will begin again on September 7th, being led by Rev. June while I am gone.