

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

Minutes of Vestry Meeting June 14, 2026

Present: Rev. June Hardy Dorsey, Allison Harris, Judi Hudnutt, Harry Finkbone, Kathy Kerber, Megan Quisenberry, Deb Schwan, Lindsey Varga, Mike VonGunten, Doug Skladan - Treasurer

Excused: Bill Hebble

Guest: Hans VanWormer

Call to Order 12 noon

B&G Report – Hans VanWormer

- Carpet and cove base molding has been ordered for 2nd floor classroom. Installation with the next few weeks.
- Go Green has done clean-up in the labyrinth. The water feature will be operational in the next week.
- The 2nd floor restroom project can't start until monies are moved from JIF. The question on asbestos flooring is that all remediation takes place in-house using operational standards.
- Re: Carillon – Chime Master wants to do an upgrade on the original equipment relays. They proposed to complete this for \$6744. This is to correct a previously unknown consequence of getting the system back up and running. We have spent \$7700 on repairs since the project was completed.

Meeting paused for lunch

Rev. June called the meeting to reconvene at 12:24pm

Additional agenda item was added; Discussion regarding Director of Youth Ministry salary.

Judi Hudnutt moved to accept the Vestry minutes for May 13, 2026, seconded by Allison Harris; motion passed.

Correspondence:

Thank you from the Diocese of Ohio for donation

Thank you from Eastern Heights Drama Club

Thank you from UTO

(see archive)

Harry Finkbone led Meeting Devotional

Treasurer's Report/Financials

See attached report sent by Doug Skladan

Questions arose about the 2025 audit comment (see Treasurer's report) that not all check requests had an authorized signature. Discussion followed on how to correct the issue going forward. The decision was made for Rev. June to instruct the bookkeeper not to print checks without a signature of authorized commission head or another authorized leader at St. Andrew's.

Doug asked if any questions regarding the JIF statement.

Kathy Kerber moved to accept financial reports for May 2026 for audit, seconded by Mike Von Gunten; motion passed.

Rector's Report – Rev. June Hardy Dorsey

See attached

- June highlighted her commitment to continuing the work of improving communications both internally and to the wider community.

Discussion followed on how to measure communication methods and learn members communication preferences.

Sr. Warden Report – Kathy Kerber

See attached

Commission Reports

CDC – see report included with the Sr. Warden report.

Youth Report – Ben Holcomb, see attached.

New Business

Mike Von Gunten moved to approve authorization to the Senior Warden, in consultation with Amy Kellogg, to enter into new contracts for gas and electric services, seconded by Deb Schwan; motion passed.

Judi Hudnutt moved to approve the expenditure of \$1,100 from the Choir Fund Huntington #20140 for the purchase of adult choir robes, seconded by Allison Frazier; motion passed.

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Harry Finkbone moved to authorize the Treasurer to transfer \$24,000 from Equity Account #35000 to JIF Account #31904 GWF Reserve #315-08 to increase reserve, seconded by Mike Von Gunten, discussion followed explaining the move is to allow for the funds to earn interest; motion passed.

Kathy Kerber moved to authorize the Treasurer to transfer \$28,000 from Huntington account #21191 Memorials to JIF Designated Funds #315-06 account #22132 Memorials. (Money received from Jane Cameron estate), seconded by Harry Finkbone; motion passed.

Kathy Kerber moved to authorize the Treasurer to transfer \$9,000 from JIF #315-11 GWF Mon. Mkt. Capital Projects #31903 to Huntington #20173 Second Floor Restrooms, seconded by Judi Hudnutt. Discussion followed; motion passed.

Kathy Kerber moved to approve CDC request for \$10,000 donation to Blessing House, seconded by Megan Quisenberry; motion passed.

Kathy Kerber moved to approve request for \$5,000 donation to Neighborhood Alliance which will be used for tents and sleeping bags for clients until more permanent housing can be arranged, seconded by Lindsey Varga; motion passed.

Kathy Kerber moved to authorize the Treasurer to transfer \$20,000 from JIF #315-10 GWF Mon. Mkt Community Outreach #31901 to Huntington Outreach Community #20128 to fund the CDC requests approved, seconded by Judi Hudnutt; motion passed.

Kathy Kerber moved to approve the request from the Finance Team to upgrade QuickBooks 2016 software to QuickBooks Online Advanced version for \$1485 and \$350 for 3-month user support, seconded by Deb Schwan. Discussion followed regarding competitive rates from other suppliers and Doug Skladan-Treasurer explained the need for an upgrade and the ability for staff and Rev. June to access the system from home. Mike VonGunten amended the motion to approve the request from the Finance Team to upgrade QuickBooks 2016 software to QuickBooks Online Advanced version for up to \$1588; motion passed.

Allison Harris moved to transfer \$10,368 from JIF #315-03 to #20150 to pay the salary for the balance of 2026 for the Director of Youth Ministry, seconded by Lindsey Varga; motion passed.

Livestream funding discussed. Vestry action deferred.

Megan Quisenberry presented proposal (see attached) for purchase of cameras to improve Livestream quality. Discussion regarding additional costs surrounding installation. Deferred to July.

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Mike Von Gunten moved to transfer \$2,191 be used to fully fund the upgrade of the Carillon, (See B&G report) seconded by Deb Schwan; motion passed.

Open discussion:

Suggestion was made to resurrect past events like pot luck socials and dances for all ages open to members of St. Andrew's and the community.

It has been observed that the current stained-glass windows don't reflect the diversity of people that St. Andrew strives to welcome and serve and there is a need to explore options to show a more diverse depiction of our members and community.

Lindsey Varga – Closing Prayer

Next Vestry meeting will be Wednesday, July 8, 2026 at 7p on Zoom.

Kathy Kerber moved to adjourn, seconded by Lindsey Varga; motion passed.

Submitted by

Myki VanWormer

Vestry Clerk 2026

Rector's Report

Vestry Meeting – June 14, 2026 (in person at St. Andrew's)

This month's report will focus upon the two areas of Communication and Office Staffing. Much of this was communicated parish-wide in the June 2026 Carillon (newsletter) and it is being presented more in-depth for the Vestry as parish leaders.

For Your information

1. The 8:30 am service returning to BCP use and Rite 1 for the season of Ordinary Time
2. Beth Gray, Bookkeeper and Rev. June Hardy Dorsey attended a workshop about Church Pension Group and benefits at the Regional Gathering in Akron
3. Rev. June will be on vacation in town to welcome visiting family (June 5, June 11, 12, 16,18,19) Additional vacation dates in July and Sept. are still tentative and will be reported when confirmed.
4. Deacon Jane is concluding this season of ministry with St. Andrew's on June 14 and will go to Christ Church and Church of the Redeemer. The plan is for her to return to St. Andrew's for Lent 2027.
5. Sunday Night Bible School - (Intergenerational) **Sundays 5-7 pm , July 12 – Aug. 9**
6. Outdoor Worship and Parish Picnic with Church of the Redeemer and Christ Church, Oberlin at Solidarity Farm location in Lorain (Back Porch Swatters Bluegrass Band will provide music leadership and the picnic will feature BBQ – meat provided by the parishes and sides and deserts brought by participants.) **July 26 10:30 am - (8:30 am service will be offered on that date at St. Andrew's)**
7. College of Congregational Development – **Aug. 2-7** (Attendees June Hardy Dorsey, Ben Holcomb, Judi Hudnutt, Barb Prior and Leanne Taylor)
8. Office computer has been updated and Finance Computer and Laptop for Rector's use will be updated together at a date to be determined.
9. The St. Andrew's Prayer List will be renewed every six months. We will clear the current list and begin again on July 1. Please send your prayer list names to the church office with the memo – July 1 Prayer list. You are welcome to renew the names of those currently on the prayer list and add new names, as well.

Strengthening Communication at St. Andrew's Episcopal Church

Purpose

Communication is a vital ministry that supports our mission of building relationships, fostering discipleship, and engaging parishioners in the life of the church. As members of the Body of Christ (1 Corinthians 12:12-27), we depend upon clear, consistent, and accessible communication to remain connected to one another and to the ministries of St. Andrew's.

During the past several months, efforts have been made to strengthen communication systems, improve information sharing, and create multiple pathways for engagement across the congregation and wider community.

Communication Initiatives

Technology Improvements

- Installation of a new parish office computer to support administrative and communication functions.
- Enhanced capacity for maintaining records, producing communications, and managing parish information.

Parish Directory Update

- Ongoing effort to create a current and comprehensive parish directory.
- Collection and verification of member contact information and birthdays.
- Goal: strengthen pastoral care, improve information distribution, and foster member-to-member connection.

Questions for Wardens Notebook

- Introduction of a "Questions for Wardens" notebook located in the Gathering Place.
- Provides a visible and accessible channel for parishioners to ask questions, offer feedback, and communicate directly with parish leadership.

Standardized Office Hours

- Established regular parish office hours: Tuesday–Friday, 10:00 a.m.–2:00 p.m.
- Staffed by Leane Taylor (Wed.) (Leanne comes after office hours on some Thursdays to complete the detailed work of the bulletin.) Cheri Van Wormer (Tues., Thurs, Fri.)
- Provides predictable access to assistance, information, and support.

Weekly E-News Renewal

- Re-establishing a weekly electronic newsletter.
 - Intended content includes: Worship information, Formation opportunities, Outreach and service projects, Upcoming events, Parish news and announcements
- Goal: provide timely and consistent communication to parishioners and others who subscribe

Volunteer Communication Strategy

Efforts are underway to establish a communication rhythm built around three key elements:

Recruitment

- Regular invitations through:
 - Bulletin announcements,
 - E-News
 - Verbal announcements
 - Personal invitations

Reminders

- Timely follow-up communication through:
 - Email
 - Text messages
 - Phone calls
 - Direct conversations

Resources

- Improved access to:
 - Ministry schedules
 - Role descriptions
 - Contact information
 - Expectations for service

This framework is intended to support ministries that are consistent, connected, and sustainable.

Communication Channels

Parish Website

The parish website serves as the central information hub for the congregation and community.

Information available includes:

- Worship schedules
- Upcoming events
- Ministry opportunities
- Staff and clergy contacts
- Newsletters
- Vestry minutes
- Monthly financial reports
- Special announcements

The website also serves as a primary point of first contact for visitors and newcomers.

Sunday Bulletin

The bulletin continues to be one of the congregation's most effective communication tools by:

- Sharing parish announcements
- Promoting events and ministries
- Encouraging participation in worship, fellowship, formation, and outreach

Social Media and Digital Outreach

Digital ministry continues to expand through:

- Regular social media posts
- Promotion of parish events and ministries
- Sharing stories of parish life
- Community outreach and invitation

In addition:

- The 10:30 a.m. Sunday worship service is livestreamed on YouTube.
- Interactive Zoom worship opportunities are available most Sundays.
- Access links are maintained through the parish website.

Rationale

These efforts reflect an understanding that communication is not merely administrative; it is a ministry of connection. Effective communication:

- Strengthens relationships
- Supports pastoral care
- Encourages participation
- Increases transparency
- Expands outreach to the wider community
- Supports the mission and vision of the parish

Next Steps

1. Complete and distribute the updated parish directory. (October 2026)
2. Launch and maintain the renewed weekly E-News. (July 2026)
3. Continue development of volunteer communication systems.
4. Regularly update website content and digital resources.
5. Expand social media engagement and community outreach.
6. Gather parish feedback regarding communication effectiveness and preferred communication methods.
7. Evaluate communication tools and technologies for future improvements.

Invitation for Feedback

Parishioners are being encouraged to share:

- Preferred communication methods
- Suggestions for improvement
- New communication ideas or technologies
- Feedback on existing communication channels

Strong communication is a shared responsibility and an essential component of living into our calling as the Body of Christ.

Office Staff Configuration and Administrative Operations Update - June 2026

Overview

Over the past seven months, St. Andrew's has continued to strengthen its administrative capacity through the development of a collaborative office staff model. The parish office serves as a central hub for communication, connection, hospitality, and operational support. The goal of the current staffing structure is to provide clear accountability, consistent communication, and efficient support for the ministries of the parish. On June 4, 2026, a meeting was held to evaluate current operations, clarify responsibilities, and establish a revised division of labor. This configuration will be implemented for a two-month trial period and reviewed at the August 12, 2026 office staff meeting.

Guiding Principles

Several core principles will guide office operations moving forward:

Communication and Collaboration

- The office serves as a central point of connection for parishioners, community members, volunteers, contractors, and ministry leaders.
- Consistent communication across all platforms—including the bulletin, newsletter, website, social media, and parish communications—is a priority.
- Staff members will consider who may be affected by decisions and who needs to be informed when work is undertaken.

Hospitality and Service

Office staff are encouraged to approach their work from a posture of wisdom, compassion, trust, and kindness, recognizing that many interactions represent important moments of pastoral care and community engagement.

Information Gathering and Accuracy

Staff members are expected to gather complete information when receiving inquiries by ensuring key questions are answered:

- Who?
- What?
- When?
- Why?
- How?

This practice supports effective follow-up and informed decision-making.

Administrative Communication Systems

To strengthen continuity and coordination:

- A shared spiral notebook has been established as the primary daily communication tool.
- Staff members begin each workday by recording the date and identifying who is working.
- Messages, updates, tasks, and information requiring follow-up are documented in the notebook.

- This system provides continuity between workdays and creates a centralized record of office activity.

Revised Division of Responsibilities

The new staffing model assigns primary responsibility for specific operational areas while encouraging mutual support and collaboration when needed.

Cheri Van Wormer

Primary Areas of Responsibility

- Building use coordination
- Facility scheduling and building use forms
- Community Meals ministry administration
- Volunteer recruitment and communication for Community Meals
- Coordination with meal leaders and volunteers
- Publicity on the outdoor signboard
- Maintenance of parish records and directory information through Breeze

Community Meals Benchmarks

- Begin volunteer recruitment for the following month by the 15th of each month.
- Confirm St. Andrew's serving team by the 17th of each month.
- Maintain current volunteer contact information.

Leanne Taylor

Primary Areas of Responsibility

- Worship administration
- Worship volunteer recruitment and scheduling
- Bulletin preparation
- Prayer list and worship-related communications
- Annual Report coordination
- Flower dedication list management
- Christmas and Easter newspaper advertising
- Worship and special event signage
- Monitoring worship supplies and general readiness of worship spaces
- Gathering content for newsletters and parish communications

Digital Communications

Myki Van Wormer maintains the website information and Megan Quisenberry is joining in this effort with Worship Livestream, website updates and selected social media communications.

Communication Production

Additional responsibilities currently under review include:

- Weekly E-News production
- Parish newsletter production

A final assignment of these responsibilities will be determined as the new staffing structure is evaluated.

Community Assistance Requests

Due to limited resources and existing parish commitments to community partners, a temporary pause has been implemented regarding direct financial assistance requests received through unsolicited community inquiries.

Office staff have been instructed to:

- Collect contact information when inquiries are received.
- Explain that the parish is unable to provide direct assistance at this time.
- Refer individuals to appropriate community resources, including agencies supported by the parish.

This approach allows the church to maintain compassion while stewarding available resources responsibly.

Compensation and Employment Status

The parish is exploring the transition of office staff onto the payroll system.

Key considerations include:

- Completion of required employment paperwork through the diocesan payroll process.
- Compensation at the rate currently budgeted for the parish administrative position (\$15.84 per hour).
- Review of compensation levels at the end of August based on:
 - Hours worked
 - Budget performance
 - Available funds within the personnel budget

Additional compensation adjustments may be considered if resources permit.

Scheduling and Coverage

Current office staffing schedule:

- Leanne Taylor: Wednesday and after office hours on Thurs.
- Cheri Van Wormer: Tuesday, Thursday and Friday

Staff members will continue providing coverage for one another when necessary

Ongoing Evaluation

Regular office staff meetings have been scheduled every three weeks to assess workflow, communication effectiveness, and operational needs:

- June 24, 2026
- July 15, 2026
- August 12, 2026

The August meeting will include a formal evaluation of the revised division of labor and recommendations for any necessary adjustments.

Rationale

The revised office staff configuration provides clearer accountability, improved communication systems, and stronger support for parish ministries. The structure recognizes the office as both an administrative center and a ministry of hospitality and connection. The two-month trial period will allow staff and leadership to evaluate effectiveness, identify opportunities for improvement, and ensure that office operations continue to support the mission and ministry of St. Andrew's. As Vestry members and parish leaders I ask for your cooperation in supporting this office staffing plan and encouraging our staff members. A kind word and gratitude expressed for work done goes a long way!

Respectfully submitted,
The Rev. June Hardy Dorsey
Rector

St. Andrew's Episcopal Church

Finance Report for May 2026 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.

Statement of Financial Position

10020 Huntington Checking – We have \$78,000 in operating funds available due to a large pledge payment. I would recommend that we send \$24,000 from our Equity Account 35000 to add to our JIF Account 31904 GWF Reserve 315-08.

20003 Prepaid Liability Insurance – Paid \$6,227 quarterly billing to Church Insurance.

20114 Carillon Fund – Received \$6,585 to cover expense and provide a balance in the account.

20131 College of Cong Development – Sent \$3,700 to the Diocese.

20138 Choral Scholar – May cost was \$445.

20161 Freedge – Received \$2,025 in deposits.

21130 Two Cents a Meal – Sent \$296.19 to the Diocese and the other half went to Community Meals.

21191 Memorials – Motion needed to transfer \$28,000 to our account 22132 and Designated Funds JIF 315-06. The purpose is to gain some interest.

\$50,000 in Funds transferred in May to GWF Community Outreach from GWF Community Inreach Outreach per vestry action.

JIF Statement for April - *Income was \$4,330 and the Market Value change was an increase of \$47,387. This recovered March loss of \$46,379. Acct 315-08 shows our loan payment. I will reconcile the accounts at the end of the second quarter.*

Statement of Revenue and Expense by Budget

40100 Pledge Income - \$26,000 over budget for the month and \$35,000 for the year. Due to large donation.

40200 Non Pledge, Plate - \$2,800 under budget for the year.

50110 B&G Contracts - \$673.75 paid to Go Green Maint. for the Labyrinth. This was posted to the wrong acct and will be corrected in June. Should have been to designated funds in Huntington Labyrinth.

50120 Building Maint. - \$324 Alarm Service. \$235 Soffit Repair.

50140 Electricity - \$300 under budget for the month. \$350 under for the year.

50150 Gas Heat - \$370 Under budget for the month. \$2,700 over for the year.

50242 Outreach Live stream – A motion is needed to provide a budget of \$4,800 for 2026. \$1,800 expensed ytd and \$3,000 for the remainder.

50420 Inviting - \$240. Walmart and Sam's for luncheon.

50541 Comm & Outreach Asst - -\$3,029.36 transferred to 50540 to correct account.

Net Income was \$27,071.91.

2025 Parish Internal Audit.

The audit was completed by Judi Hudnut and Bill Hebble and the results were sent to the Diocese ahead of schedule.

**The concluding comments were 1) Not all Check requests were authorized.
2) Not all time sheets were signed.**

Senior Warden Report June 10, 2026

Carillon Fund: The Treasurer reported donation amount of \$6585. Chime Master reported the total amount spent on service calls from 7/27/23 through 4/1/26 was \$7700.50. Chime Master has proposed solid state replacement for mechanical relays for a cost of \$6744.00. A 10% discount will be applied to this amount. The rationale for replacement would be the reduction of service call expenditures.

QuickBooks Online Advanced Version- The Finance Team has requested upgrade of QuickBooks 2016 software to QuickBooks Online Advanced version. The advantage to moving to online is the ability for authorized users to access QuickBooks remotely enhancing response time to financial quests. The cost for the first year is \$1485.00 The 3 month user support is \$103.50.

Livestream Budget- Outreach Livestream Account 50242 requires funding. Treasurer recommends Vestry provide a budget of \$4800. Megan Quisenberry has submitted a proposal for the purchase of AV equipment to improve quality of Livestream. Her proposal is included with attached reports.

Social/Digital Media Policy- Megan Quisenberry has provided the email address for parishioners to submit content for St. Andrew's social media. The address is: standrewselyria.av@gmail.com. Pictures can also be texted to 440-987-9267. As we are increasing our online presence, my thought is we need a policy to guide content. The Diocese of Ohio does not have a specific policy or sample policies aside from use of logos and branding images. I am currently investigating the polices and procedures of other churches.

Congregational Development

College Care Boxes- Nine college care boxes were sent.

CDC approved request for \$10, 000 donation to Blessing House. See attached request.

CDC approved \$5000 donation to Neighborhood Alliance for the purchase of tents and all weather sleeping bags for the unhoused.

1. April 2026 Youth Report

2. By Ben Holcomb

3. ****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.****

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

6. I attended 10:30 services on May 3rd, 17th, 24th, and 31st.

7. 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.

8. 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. To me, this is a very important ministry, because it is a real, tangible way St. Andrew's can help people who really need it. **This month, I helped on May 6th and 27th.**

9. Cub scout troop 3110 are meeting again every Tuesday from 6:30-7:30pm. **The final meeting for the school year was on May 19th, and will be returning on September 1st.**

10. **Spiritually prepare the children and youth to live faithfully in an ever-changing world,**

11. **with a firm grounding in scripture and the Episcopal tradition.**

12. 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.

13. **Sundays at St. Andrew's last meeting until the end of summer was on May 17th.**

14. **The vent for this month, movie night was postponed until later in the summer, as will be the trip to Swings 'N' Things on June 27th,**

15. **We had the youth-led worship on May 31st, and it went very well. The kids helped sing, lead worship, and acted out skits for the sermon. I am once again blown away by the talent and dedication of our kids, and I am so happy I get to work with them. A big thank you to the parents for helping them prepare.**

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

17. 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.

18. 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.

19. **Recruit, support, and regularly communicate with volunteers for children and youth**

20. **ministry, in partnership with the Rector and the Youth Ministry Commission.**

21. The Youth Commission and I met on May 14th to discuss the last few rehearsals for the worship service and the date changes for the next two events, movie night and Swings ‘N’ Things. 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.
22. SNBS volunteers and I have started meeting to plan this year’s program. Find more information below. Our last meeting was on May 31st to discuss the meals, substitutions for CCD, and the parish retreat, which is themed after SNBS.
- 23.
24. **Coordinate with formation leaders, Youth Ministry Commission members, and the**
25. **rector on curriculum, and attend staff meetings.**
26. I attended Staff Meeting on Tuesdays at 2:30 and other times as needed.
27. 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. Our last meeting was on April 26th, and we will have another in the coming months.
28. **Communicate program information and promote its visibility to the participants,**
29. **nearby parishes and the wider community through multiple channels as appropriate.**
30. 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.
31. 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.
32. **Maintain documentation and records for ministry programs and events.**
33. 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.
34. I have also started recording specifically who is at Sundays at St. Andrew’s.
35. I keep all forms that were filled out for any reason involving my ministry here, should I ever need the information on them.
36. **Participate in and encourage children and youth involvement in Diocesan and**
37. **churchwide programs, including Diocesan Youth ministry, Bellwether Farm, and**
38. **collaboration on mission trip experiences as available.**
39. I am consistently communicating with churches in our mission area and all over the diocese for ways to plug in and be in community with each other’s youth and children’s ministries. I have also begun being more involved in the diocesan offices, which I can use to connect the youth to as well.
40. Attended a worship leader training at the regional gathering at Christ Church Hudson on May 30th. This helps equip me to lead worship not just on Sundays, but for any worship context, including with the youth of our church.
41. **Assist in development of the budget for children and youth ministry.**

42. The budget for the coming year will be planned in the next Youth Commission Meeting.

43. **Integrate and support children and youth involvement in parish outreach activities**

44. **and worship.**

45. 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.

46. As stated above, the youth-led worship was on May 31st.

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

49. 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.

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

51. Sunday Night Bible School this year will be called #WeConnect! This year, we are focused on connections! Connecting with friends, family, our communities, and of course God is incredibly important in our church, so we will be focusing on that during our program. SNBS this year will be on July 12th, 19th, 26th, August 2nd, and 9th. There will be food, games, bible study, music, and a time for us all to meet different community connections within Elyria and around Lorain county, and I am very excited for this year's program! It will also be the theme of our parish retreat as an endcap to the curriculum.

From: treasurer_standrewselyria.org
To: [Kathy Kerber](#); [Doug Skladan](#)
Cc: [Beth Gray](#)
Subject: Request for upgrading QuickBooks Software
Date: Tuesday, June 9, 2026 12:49:20 PM

Hi Kathy,

Doug and I had a conference call with a representative from QuickBooks concerning upgrading our current QuickBooks 2016 software to QuickBooks Online - Advanced version. We ask that a motion be made at the next Vestry meeting for the following.

After reviewing the differences between the levels of QuickBooks Online, I feel the Advanced version would keep us at the same degree of flexibility and customization that we currently have. Doug agrees with this recommendation. Since we are moving from the desktop version of QuickBooks to the online version, a migration team will help with this transition and setup. In addition, we will have enhanced call-in support and training. The Advanced version also allows us to give Rev. June or any employee, the ability to directly enter her (their) monthly expenses directly into QuickBooks. We will also have the ability to access QuickBooks from anywhere with a customizable financial hub. This will be helpful for times when I may not be in the office, but I need to be able to access QuickBooks to issue reports or pay an invoice.

As an existing customer, QuickBooks is offering a promotion of 50% off the first-year cost of QuickBooks. The annual fee is \$2,970.00; however, we would only pay \$ 1,485.00. After the first year, the license fee would renew at the current rate, but if paid annually would be at a discount from the monthly fee of several hundred dollars.

In addition, QuickBooks has a paid service for individual support to assist with software issues and questions. The first three months are offered at a 50% discount of \$34.50. Beyond the first three months would be billed at the full price of \$69.00 per month. I would recommend that we include this tech support service in our purchase. The service is month-to-month and can be cancelled at any time.

In summary, the first-year cost would be \$1,485.00. Three months of paid individual support would be \$34.50, totaling \$103.50. Taxes will be applied at the time of purchase. Once our account is set up, we can submit our sales tax exemption for an adjustment.

Respectfully,

Beth Gray

Bookkeeper

Doug Skladan

Treasurer

Jane McDonald

Assistant Treasurer

Proposal for AV Equipment for St. Andrew's Church - 6/14/2026

From Livestreaming Budget. Prices are approximate.

1. JVC KY-PZ200BU or similar

Purpose: This will be an additional PTZ camera for live streaming. A second angle will allow shots to be composed ahead of time, eliminating the need for live repositioning which will create a more professional look for the live stream. An upgrade to Canon would help attract a wider audience due to higher image quality.

Price: JVC KY-PZ200BU \$895 on B&H.com (before tax) - up to \$2,700 to upgrade to Canon CR n300 (before tax)

Additional cost: Installation fees to run wire (unknown)

Points of Discussion: Stick with current JVC PTZ or upgrade to Canon PTZ?

Pros of Upgrading to Canon: Better image quality, better color reproduction and better dynamic range. Possibly attract a wider audience.

Cons: Price. Hardware may not be compatible and we'd need to sell the Connected Cam board and purchase a Canon board or find other workaround. If a Canon PTZ is purchased, I would eventually like a second Canon PTZ to cut between shots.

New control board: \$0 for software version - \$350 for hardware

Market value of JVC KY-PZ200BU: approximately \$800

Market value of Connected Cam board: approximately \$300

2. YoloLiv YoloCam S3

Purpose: A higher quality webcam for use during Facebook live streams, YouTube live streams outside of regular Sunday service, and Zoom services. The Yolocam S3 provides a similar quality to a DSLR with a 1/1.28 inch sensor and f/1.85 aperture for low light, but is as simple to use as an ordinary webcam. A higher quality image will attract a wider audience.

Price: \$199 on Amazon (before tax)

3. SmallRig Portable Desktop Tripod

Purpose: To allow for an adjustable angle and proper camera height for Facebook live streams, YouTube live streams outside of regular Sunday service, and Zoom services.

Price: \$55 on SmallRig or B&H (before tax)

4. Neewer RH12B 12in Ring Light with Foldable Stand

Purpose: To provide adjustable fill lighting for Facebook live streams, YouTube live streams outside of regular Sunday service, and Zoom services to enhance image quality. A ring light on this flexible tripod can be used for other video and photographic needs as well.

Price: \$89.99 on Neewer.com (before tax)

5. Signage for Recording in Progress and No Camera Zones

Purpose: Laminated signage to notify people that they are subject to being filmed by entering the church. Additional laminated signage to designate an area where parishioners can sit to be out of the view of the camera.

Price: approximately \$8.50 for 6 laminated signs

6. Rip-ties Cable Wraps for Lav Mics.

Purpose: To keep microphone cables neat and reduce tangles and damage.

Price: \$6.50 on B&H

7. Bubblebee Industries Lav Mic Pop Filter

Purpose: To replace missing and damaged pop filters on the lav mics.

Price: \$20.00 for 10 on B&H

APPROXIMATE TOTAL: \$1,273.99 - \$3,428.99 (before tax)

(Total is minus any installation fees, top end price does not including proceeds from the sale of JVC PTZ and Connected Cam board.)