

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

**Vestry Meeting Minutes May 8, 2024**

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

Excused: Lindsey Varga

Opening Prayer – Rev. June

Call to order: 7:10

Kathy Kerber moved to accept the Vestry minutes for April 10, seconded by Judi Hudnutt; motion passed.

Treasurer's Report/Finance Report - Doug Skladan  
See attached

Hans VanWormer moved to accept financial reports for April 2024 for audit, seconded by Kathy Kerber; motion passed.

Rector's Report - Rev. June Hardy-Dorsey  
See attached. Highlights include:

- Stepping Up to Supervision is a church personnel management workshop which June attended in April. In considering the Sexton position, St. Andrew's is offering Michael Taylor a temporary, 15-hour a week cleaning position. This will split the current position and use the budget already in place for Sexton salary.
- The Urban League "Project Ready", used the Parish Lounge and outdoor patio area to film a video about "putting poverty on trial" for a national competition of Urban Leagues.
- Tomorrow, May 9, is the Lorain County Police Memorial and I will be offering the invocation.

Senior Warden Report – Kathy Kerber  
See attached

Junior Warden Report - Hans VanWormer

- The organ restoration is now complete.
- Hans will be assisting Ben Holcomb on building props for the Summer Bible School.
- Two projects have been completed under budget: the footer tile and the gathering space lighting.

## St. Andrew's Vestry Meeting Minutes

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### Commission Reports

Worship - A review was conducted of Lent, Holy Week and Easter worship, identifying the Noon Good Friday service as one to continue to develop and build upon.

RMC – See minutes attached

CDC – See report attached and remember we will have an Intergenerational event on Sunday, May 19 for Pentecost.

Youth – See report attached

### Old Business

The committee working on The Safe Guarding Our Children policy, Kathy Kerber, Judi Hudnut and Lindsey Varga provided a document for review. The group started with the diocesan policy and added definition and accountability that fit for a parish, St. Andrew's. Discussion followed. No action taken and Vestry will review further.

### New Business

Mid-year budget adjustments are needed due to over spending budget line items. Much discussion followed on how to handle line items going over budget on expenses and who is responsible. Members expressed need for better guidelines and training. Kathy Kerber will address the issue with communication to the parish on policy going forward which could result in delaying payment of expenses not within budget.

Hans VanWormer made a motion to transfer \$10500 from JIF #31903 to Huntington #20171 Drinking Fountain/Bottle Filler Project and upon receipt of \$3000 EPA Grant funds, enter into contract with Ray Esser Plumbing to supply and install 3 units, seconded by Judi Hudnutt; discussion followed.

Hans VanWormer moved to amend his motion that upon receipt of the \$3000 of EPA Grant funds, to transfer \$10500 from JIF #31903 to Huntington #20171 Drinking Fountain/Bottle Filler Project and enter into contract with Ray Esser Plumbing to supply and install 3 units, seconded by Judi Hudnutt; motion passed.

Hans VanWormer made a motion to transfer the unspent \$2000 from account #20172 from the footer tile project to JIF #31903, seconded by Jon Quisenberry; motion passed.

### Closing Prayer – Allison Harris

Hans VanWormer moved to adjourn, seconded by Judi Hudnutt; motion passed.

Next Vestry meeting, June 12, 2024, 7pm on Zoom

Respectfully submitted,  
Michelle VanWormer  
Vestry Clerk 2024

## **The Rector's Report to the Vestry for the May 8, 2024 Meeting**

**Worship** continues to be central to the life and ministry of St. Andrew's. The liturgical calendar offers a framework for guiding and planning. The Worship Commission met on 4-24-24 with Ellen Otis, Harry Finkbone, Jane McDonald, Mark Skladan, Jesse Varner, Ben Holcomb and myself in attendance. We conducted a review of Lent, Holy Week and Easter worship, identifying the Noon Good Friday service as one to continue to develop and build upon and noting that we have a well-planned and comprehensive Holy Week worship line-up, both in person and on Zoom. Youth-led worship will be May 5. Music, the sermon skit and worship leadership will be led by the youth. Rehearsals and planning have been taking place for 6 weeks and Ben shared the difficulty of this timing in the school calendar. A note was made for future Youth-led worship to be in the fall and winter. Pentecost is May 19 and we will have only one service (at 10:30 am) which will not be live-streamed. It is my perspective, moving forward, that live-streaming of worship services will resume when we have a more professional set up. Mark Skladan will contact Mike Von Gunten to learn about the AV companies that he utilized when the new schools were built in the Firelands district. We have requested volunteers to read the Gospel in many languages and will have red balloons and encourage people to wear red as a celebratory expression of this Holy Day. An intergenerational Pentecost Party will be held as a formation and fellowship event, immediately following the service. Summer Worship will continue on the current schedule- 8:30 am, 9:30 am on Zoom and 10:30 am with music and Children's sermon - with variations for special services when they are planned (i.e. an outdoor joint worship service with the Lorain Co. Episcopal Churches or an evening Jazz Mass.) Gratitude was expressed for worship leaders who recently stepped up to assist with a funeral where the deceased had not lived in Elyria for many years and none of the current leaders had met the person. In spite of the lack of a personal connection, close to a dozen parish worship leaders and altar guild members worked diligently with me to offer a funeral service that testified to the Resurrection of Jesus, offered the dependable Burial Office prayers and was an act of love and generosity to the family of the deceased.

**Stepping Up to Supervision** is a church personnel management workshop presented by nationally renowned congregational consultant, Susan Beaumont, which I attended In April. This workshop was brought to our Diocese because church personnel management, which is a part of every Rector's job description, is something that is both unique and rarely taught. In the workshop I learned that, while we are doing some things well at St. Andrew's (selection process, job descriptions, periodic reviews) there are many things that we need to do to make the personnel positions and supervision of those positions match and support the mission of the parish. Dr. Beaumont suggests a 3–5-year period to put all systems in place and I am working with the Wardens on such a timeline. I have shared this upcoming process with the parish staff and the first step will be to revisit and renew all the job descriptions before the fall.

**Joint Vestry Retreat April 19-20, 2024** was attended by 30 people across the three Episcopal parishes of Lorain County. Appreciation is expressed for each of the Vestry members and officers who attended and contributed to the process. Kathy Kerber wrote a summary of the retreat and will connect with Karen Hahn, Amy Kellogg and Lindsey Varga, who were unable to attend to share with them about what took place. Canon for Innovation and Congregational Audra Abt has asked to meet with Alex Barton, Andy McQuary and me to follow up and learn how she and her office can support our three parishes as we seek to collaborate on mission and ministry in Lorain County.

**Strategic Plan Next Steps** St. Andrew's Strategic Plan was adopted in 2019 and despite the unprecedented events of the past five years, much of the plan has been implemented. I have appointed a task group to revisit the plan using data collected from the parish in the recent Town Hall meetings and other data they will collect. Members of the group are Jolene Adkins, Caroline Daniels, Harry Finkbone, Allison Harris, Greg Hebble, Amy Kellogg, Barbara Maxwell and Jon Quisenberry with Doug Skladan as the facilitator. The group will be commissioned in worship on May 5. The task group will examine the 2019 plan and make recommendations for updating it. The updated plan will be presented to the Vestry in late summer or early fall and the Vestry's recommendation about the plan will be shared with the parish. Information from the College of Congregational Development will be integrated with the Strategic Plan to guide St. Andrew's on mission and in ministry as we move forward.

**Parish Renewal Grant Final Report Process** is in progress toward the reporting deadline of September 2025. It is the plan to submit the report far ahead of the deadline. The Renewal Grant Committee subgroup is made up of Amy Kellogg, Sarah Schuster, Will Parsons and Glynis Laing. They are using the data collected at the Town Hall meetings as well as anecdotal reporting from parishioners to create the parish portion of the final report. The Rector's reflections are being compiled from journals kept during my sabbatical. The Financial reporting process of the grant was compiled in 2023 in time for St. Andrew's end of year financial reports. Once all three parts are complete, the report will be submitted to the Lilly Foundation through the Christian Theological Seminary which administers this program. Gratitude for those who are working on this.

**The Urban League "Project Ready"**, led by Blake Furcon, who has been a recent guest preacher at St. Andrew's, used the Parish Lounge and outdoor patio area to film a video about "putting poverty on trial" for a national competition of Urban Leagues. The group of youth in the program wrote, directed, acted in and filmed the video to educate about and advocate for the reduction of poverty in Elyria. This video will be entered in the competition at the Urban League national gathering in New Orleans, later this summer.

**Lorain County Police Memorial Service** will be held at the Police Memorial across the street from St. Andrew's, on May 9 at 11 am, followed by a lunch provided by the County Prosecutor's Office. I will be offering the invocation. 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.

**The National Day of Prayer** on May 2 was observed in Elyria at the Gazebo in the City Square. Mayor Ken Brubaker made a proclamation observing this day and leaders from churches across the city and beyond met for prayer and worship. I attended with Pastor Tennille from the First United Methodist Church of Elyria and represented St. Andrew's.

**Neighborhood Alliance Gift** I have reached out to Rev. William McFadden who serves on the Capitol Campaign Board of the Neighborhood Alliance, informing him of St. Andrew's \$50,000 gift to the Washington Avenue Campaign to renovate the former YMCA building in Elyria. He will help us know how to make the donation in a way that it can be publicized and communicated to the larger community.

**Regional Confirmation** will be held at Grace Church, Sandusky at 11 am on May 18. As Dean of the Mission Area, I will preach and Bishop Anne will celebrate the Eucharist and offer the rites of initiation (confirmation, reception and reaffirmation) for candidates from the parishes in the North Central Mission Area. I especially encourage the Vestry and officers to attend this service as a show of support and connection with other parishes. Bill Hebble will serve as one of the Acolytes for the service. I am grateful for the strong and supportive connection between the parishes of our Mission Area, believing that it helps strengthen the message of being Christian in the Episcopal way throughout our region.

**Pastoral Care** I have invited Harry and May Ann Finkbone to join me in a regular rotation of taking Home Communion to those who are ill or unable to leave their homes to come to church for communion. Currently I am able to get to most people who are not in crisis every few months. With Harry's help, I hope that this ministry can be offered to all who desire it at least once a month.

**Intergenerational Pilgrimage to General Convention** will take place June 22 – 28. This is open for parish members of all ages and will be a combination of learning, prayer, community service and participation in the General Convention of the Episcopal Church, which will include the election of the new Presiding Bishop. The Vestry voted to help fund this endeavor for all who would like to participate. Please prayerfully consider if you might like to attend and let me know.

**Administration and Communication** Myki Van Wormer and Chuck Reich have been working to evaluate and consolidate our web services for efficiency and economy. Jesse Varner and Myki Van Wormer are consolidating administrative information (vendors, online procurement

procedures, contacts and passwords) in a secure “handbook” that can be accessed by those who are authorized for access. Currently there is a wide range of access points, emails used, and phone numbers referenced. The goal is to have one location for all of the administrative web and digital resources. I am grateful for Myki, Chuck and Jesse’s good work on this project and the integrity it will provide for the administrative work of our parish.

**Rector’s Vacation, Professional Development and Continuing Education**

1. Diocesan Clergy Conference – Geneva on the Lake May 21-23
2. General Convention Intergenerational Pilgrimage, Louisville, Kentucky June 22-28
3. (Tentative) 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. I have requested a Diocesan Continuing Education Grant to help fund this endeavor.
4. (Tentative) Vacation - July 1 – 11 (9 days including 1 Sunday)
5. (Tentative) College of Congregational Development, Bellwether Farm Aug. 11-16

Respectfully submitted,

The Rev. June Hardy Dorsey, Rector. 5-3-24

## Finance Report for April, 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** – The weekly income for April was \$800 below budget or \$3,213 total for the month. We are still \$12,000 ahead of the yearly budget.

**40200 Non-Pledge, Plate** – The weekly contributions were \$140 below budget or \$553 total for the month. YTD budget is \$4,808 compared to an actual of \$7,613.

**40610 Dyer Fund Income** – Received \$1,300 from the JIF for Building Maintenance.

**40630 Income from Rauh Trust** – Received a quarterly payment from Key Bank of \$3,457.

**40650 Transfer from JIF Youth Ministry** - \$1,399 was received the Huntington designated fund for the Youth Director's wage. Note: Vestry needs to authorize \$11,192 to be transferred from acct 31800 JIF Youth Ministry Fund to the Huntington acct 20150. This will provide for the remainder of the year.

**Total Operating Income** - \$23,582 vs a budget of \$26,982. YTD is \$130,884 compared to a budget of \$107,930.

#### **Expense**

**50120 Building and Grounds General** – Grease traps in the kitchen were cleaned for a cost of \$235. Schindler was paid \$1,003.50 for preventative maintenance 5/1/24 – 7/31/24.

**Facilities** – B&G and Utilities were slightly lower than the budget.

**Mission** – Assessment and Outreach lower than budget by almost \$400.

**Office/Admin** – Supplies were high as AP checks needed to be purchased for \$300. At least a 2 year supply.

**50420 Inviting** – Easter ad placed in the Chronicle for \$150.

**50440 Parish Life** – YTD expense is \$1,524. Budget for the year bis \$1,180.

**Total Staff Expense** \$15,143 compared to a budget of \$15,311.

**The total expenses were \$26,349 vs. budget of \$26,982 and the YTD is \$5,200 over budget.**

*This month we experienced a loss of \$2,767 due primarily from a lower income. We are still \$18,539 over budget for the year.*

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**Statement of Financial Position**

**10020 Huntington Checking** – The account increased by \$53,161. JIF transfers.

**12005 Rauh Fund** – Account increased by \$9,980 from quarterly receipt of funds and reconciling market value.

**12110 JIF Restricted** – Transferred \$61,940 and increased the accounts by \$22,369 from income received and market value change.

**20104 Altar Guild** – Posted a share of the Dyer Fund interest. \$1,225.

**20110 Outreach/Inreach-** The CDC voted to send a check for \$600 to support The Homeless Humanity Project.

**20122 Connecting Communities** – Honorarium for guest preacher of \$200 and a donation received of \$100. Account balance is \$99.45.

**20128 Outreach Community** – Account balance \$50,182.

**20142 Organ Restoration** – Account balance \$11,984.

**20144 Choral Scholars** – Disbursed \$1,740 for March and April. Balance \$\$1,580.

**20162 Church Retreat 2024** – Received \$5,000 from the JIF Sylvia Taylor Fund and paid Bellwether a deposit of \$2,063. Balance is \$2,937.

**20172 2024 Middle Ave. Footer Repair** – Received \$6,000 from GWF MM Capital Projects and paid Esser \$4,000.

**20176 2024 Gathering Space Lights** – Received \$5,980 from GWF MM Capital Projects and paid Minority Electric \$2,980.

**The activity for the Rauh and JIF accounts are from the reconciliation, income earned, market value change and transfers.**



Senior Warden Report  
May 8, 2024

Water Bottle Filling Station- notification received that payment to St. Andrew's is in process

#### Safe Guarding Children

- Policy to vestry for review
- Education required for Vestry, staff, volunteers working with children
- Education Link
- Copies of certificates of completion to be kept in designated binder in church office
- Senior warden will review binder every January and notify individuals requiring renewal during the calendar year

#### Christian Formation for Children

Web page information updated to reflect current offerings

Summer Bible School will be offered Sunday evenings 5 pm to 7 pm beginning August 4 through September 1, 2024. Theme is "Change Makers." Volunteers will be organized into teams: Bible, STEAM (science, technology, art, music), action (games) and Food. Ben Holcomb is director.

#### Forward Planning

Time for commissions to think about 2025 programs in preparation for budget. It is important for everyone to increase projections due to inflation. Underestimation has contributed to overages.

RMC (Resource Management Commission) Monthly zoom meeting Wed. May 6, 2024, 7-8pm

Members

P = present

Amanda Nagy (Stewardship) - P

Amy Kellogg (Emeriti Sr. Warden) - P

Jane McDonald (Assistant Treasurer) - P

Barb Prior (Chair) - P

Jean Hays - P

Bill Taylor (Sexton & B&G)

June Dorsey (Priest)

Gary Pressnell

Karl Kirk

Doug Skladan (Treasurer) - P

Matthew Skladan

## New business

1. Begin planning for 2025 budget and Stewardship campaign
  - A. Confirmed Stewardship/budget calendar
  - B. Amanda agreed to spearhead the stewardship campaign (Jean will help if needed).
  - C. Doug will send budget request forms to Commission Chairs by end of May.  
RMC budget request for 2025:
    1. Lunch for money matters workshop,
    2. Stewardship materials and postage.
  - D. Money Matters workshop in Oct. as part of stewardship campaign.
    - Need to find someone to explain planned giving (diocese).
    - Scheduled on a Sunday when the Browns are not playing if possible.
    - Advertise earlier and often in a variety of venues.
2. Status of 2024 budget (Doug)

Budget looks good so far, although some donate in a lump sum at the beginning of the year.

  - A. Decided we did not need to review current budget for savings since Vestry reviews it every month.
  - B. RMC Vestry reps (Amanda, Doug & Amy) will let the RMC (@ our July mtg) know if there are any known unusual or new expenses in 2025
3. Barb will ask the Senior Warden and June for the status of the youth minister position.  
The RMC needs to know by our July meeting if this should be part of the 2025 budget.

## Old business

Year-round stewardship communications for parish. Updates on the following plans

1. Infographics - DONE! Jesse created two infographics for the Carillon and the bulletin:
  - 1) Utilities and insurance, 2) Pledges
2. Inventory of church contents as a reference in case of loss or damage.

Auditor asked for this and needed for insurance purposes. (Last done in 2013, but videotape is missing.) Include the value of the window (see the booklet about the window). [Do we mean stained glass windows?]

Process: Two volunteers (one with camera, one facilitator) to videotape all objects, equipment, furniture, appliances, vestments, etc. Need to coordinate with Altar Guild (to lay items out) and perhaps other units.

Status: June spoke to Ben about getting the Youth Group involved and reports: We [Ben & June] have discussed it and agreed that it is a good idea but have not put anything in place for it to happen. Part of it is the coordination with those who will assist (altar guild, B and G etc.) Will keep you posted as to the progress.
3. Money Matters workshop  
14 people (9 attendees + 4 speakers + 1 Barb)  
After the workshop, attendees were asked for the following:
  - Questions or Comments
    1. What all does inreach cover for people?
    2. Good presentation!
    3. How can we increase income to keep up with rising expenses?
    4. Good program. Well presented and informative.
    5. Thanks. Clearly presented.
    6. This presentation was great and I'm currently overwhelmed with information. I know I'll have questions but not this minute. Thank you for all the work to prepare this. Caroline.
    7. Great presentation. Clear and well planned. Would love to see a Money Matters 2.0 to dive deeper into Planned Giving and next steps.
  - What they learned from the workshop

1. I learned the grant that goes into running a church.
2. What "mission" means.
3. Planning for my will - how important it is to consider planned giving/ the way to donate to St. Andrew's
4. Financial relationship to the Diocese.
5. Increases in utilities.
6. Budget is somewhat less than it might be.
7. How responsibly our finances are executed!
8. I learned about the required minimum distribution, direct and stock gifts.

#### For the July meeting

1. Several expressed concern about Vestry spending in excess of the 2024 budget (which they are allowed to do)
  - A. Doug and Jane get figures re: over budget spending (emergency vs. Non emergency)  
Examples:
    - Night in Japan
    - Parishoners overspending commission budgets and expecting to be reimbursed\
    - Rector travel way over budget
    - \$2,500 for retreat for vestry
  - B. Vestry training still TBD. Led by June and Treasurer's office - Doug will follow-up with June.
  - C. RMC may advise the Vestry to resist spending beyond the approved budget for the following reasons:
    - Already took \$14,000 from savings just to balance this year's budget.
    - St. Andrew's does not currently have a plan for longterm financial stability
    - If we spend our "savings" [whatever that actually means] we will not have a cushion for real emergencies

April 2024 Youth Report  
By Ben Holcomb

**Youth Meetings:**

An average of 2 youth attended the regular youth meetings this month, brought in part because of increased activities during the time youth happens.

**Personal Interaction with Youth:**

This month, I saw Elyria High School's production of "The Little Mermaid", which four of our youth were involved in. The teens did great, and put on a good show.

**Youth Service Project**

On April 20th, the youth helped me clean up the sanctuary by washing all of the pews and cushions in the worship space. The work they did was incredibly important and they all look great! There were four of us in total.

**Game Night**

Game night was March 23rd, and we had a good mix of adults and teens. There were several groups playing several different games, as there was a lot to choose from. The teens and I had fun laying one game that involved a lot of teamwork. This is something the youth and adults both would like to do again.

**VBS Changes**

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.

**Youth-Led Service and Practices**

As of writing this, the youth-led service has just happened on May 5th. I met with a number of youth throughout the last few weeks to go over music, skits, and readings as we get ready for the service. The youth did great, and I am again taken aback by the commitment our youth have toward being involved in the church and her life.

**Youth Trip to Cuyahoga Falls**

On May 25th, on Memorial Day Weekend the youth will be taking a trip to the Cuyahoga Valley National Park for a day in creation! I am asking all who come to bring a bagged lunch for a picnic. We will meet at the church at 9:00am and drive down together. We will be back in Elyria around 6:00pm. I need adult chaperons for this trip, so I will be reaching out to parents about this.