

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

Minutes of Vestry Meeting April 6, 2025

Present: Rev. June Hardy Dorsey, Harry Finkbone, Allison Harris, Bill Hebble, Judi Hudnutt, Amy Kellogg, Lindsey Varga, Deb Schwan, Kathy Kerber, Doug Skladan-
Treasurer

Excused: Hans Van Wormer, Myki Van Wormer- Vestry Clerk, Jane Mc Donald-
assistant treasurer

Call to Order: 12:15 pm

Judi Hudnutt moved to accept the Vestry minutes for March 12, 2025, seconded by Allison Harris; motion passed.

Devotional

Harry Finkbone led the meeting devotional discussing the Parables of the Talents (Matthew 25:14-30). The discussion challenged Vestry members to think beyond financial stewardship and focus also on spiritual growth of self, parish and wider community.

Reverend June Hardy Dorsey reported that the next Strategic Plan review by Vestry will be at the June Vestry meeting.

Treasurer's Report/Financials- Doug Skladan

See Attached

Bill Hebble moved to accept financial reports for March 2025 for audit, seconded by Judi Hudnutt; motion passed.

Doug Skladan- Treasurer presented revised budget to Vestry. Revision was necessary due to projected investment income changes, Mead donation correction and adjustments for programs.

Rector's Report

See attached.

Senior Warden's Report

See attached.

Vestry Meeting Closing Prayer Sign Up sheet circulated.

Junior Warden's Report

See attached.

Commission Reports

Worship - See Rector's Report

Resource Management Commission (RMC) - see RMC minutes from April 2, 2025

Youth Commission - See Youth Commission report.

Congregational Development Commission - see report included with the Senior Warden Report - Rev. June stated that United Thank Offering Campaigns and Bishop Annual Appeal are the responsibility of CDC and not RMC. Kathy Kerber will notify Greg Hebble.

Old Business

None

New Business

Amy Kellogg moved to accept the revised April 6, 2025 budget with corrected spelling of the word support on line 76. Motion seconded by Lindsey Varga. Motion passed.

Judi Hudnutt moved to authorized Treasurer to transfer \$5985 to Labyrinth account #20174 from JIF# 31200 Special Capital Projects. Motion seconded by Allison Harris. Motion passed.

Open Discussion

Closing Prayer - Kathy Kerber

Judi Hudnutt moved to adjourn, seconded by Bill Hebble; motion passed.

Next Vestry meeting is Wednesday May 14, 2025 at 7 pm. Zoom Format.

Submitted by
Kathy Kerber
Senior Warden 2025

Rector's Report to the Vestry-April 6, 2025 (in person)

Worship - The Worship Commission met on March 19 to fine tune the planning for Holy Week and Easter Day Worship. Holy Week will offer the following services: April 13 Palm Sunday One service at 10:30am (in person and livestreamed), , April 17, Maundy Thursday Holy Eucharist with Foot washing and Stripping of the Altar at 7 pm, April 18 Good Friday Liturgy at Noon (in person) and on Zoom at 7 pm, April 19 Holy Saturday Prayer Service in Person at 10 am with Altar Guild in preparation for Easter Day, Easter Vigil with Christ Church at Christ Church in Oberlin at 7 pm. I will be preaching at the Easter Vigil service. . Easter Day Festal Holy Eucharist in Person at 10:30 am. This service will be livestreamed. The additional worship and formation opportunities we are offering during Lent have been steadily attended by 4 – 8 people. The devotional booklets for Lent and daily prayer cards have been widely distributed and we have received several reports of their significance in people's Lenten practices. I am especially grateful to Mark Skladan, Harry Finkbone, Ben Holcomb and Jesse Palermo-Varner and the rest of the Worship Commission for their leadership, ministry and commitment to the increased opportunities for worship during Lent.

Strategic Plan –

The Strategic Plan continues to be the guiding document and roadmap for the ministries and mission of St. Andrew's. At the March Vestry meeting, the progress on the plan from Jan. – March was reported. It was determined that the Vestry would not set priorities but would encourage the Commissions charged with different parts of the plan to determine and facilitate the priorities in an organic way. The Vestry will continue to briefly check in on the plan each month and focus more attention on it every six months.

Justice and Peacemakers

This new ministry is meeting with Canon for Innovation and Congregational Development, Audra Abt, for consultation and guidance. They are focusing upon action and education, most recently providing voting information for the upcoming May 6 primary election. They are working on a schedule of Elyria community events to attend, representing St Andrew's, The Elyria Juneteenth Celebration is among the event they will be promoting for St. Andrew's to join.

Report of Rector's Discretionary Fund Ministry

St. Andrew's holds a checking account in Huntington Bank which is not included in the monthly financial reports but is audited by both internal and Diocesan auditors. This fund is called the Rector's Discretionary Fund and is used at the discretion of the Rector for "pious and charitable purposes." It is my practice to use it to support community and parish members who are in need of physical, emotional or spiritual support. This account is funded through specific donations by parishioners and others who know of the fund and want to support its use. The line item in the church budget (Rector's Discretionary Fund) is used when funds in the Huntington Account are low or when it is prudent to run the expense through the church budget. St. Andrew's does not charge for weddings, funerals or other pastoral services and often the recipients of those services will make a donation to the Rector's Discretionary Fund. I would like you to

know the way that St. Andrew's is "sharing God's unconditional love" through this fund and periodically, will include information about it in my Rector's Report. In March this fund has been used for buying groceries for one family, offering financial support for a family whose child's hospitalization created an added financial burden, paying a utility bill for one family and funding Livestreaming Consultation as we prepared to begin the Livestreaming Ministry. When assistance is given, I always make it clear that this is a gift from God who loves you and it is given through St. Andrew's. It is an extension of your ministry and I want to report about it to you. The response is always one of gratitude and humility.

Pastoral Care

I continue to offer pastoral care to those in our parish and connected to our parish through home and hospital visits, phone calls, texts and notes. Deb Schwann, Jean Hays, Joan Van Wormer and Harry Finkbone also are faithful in reaching out and in pastoral prayers.

Diocesan Leadership

I continue to serve as the Dean of the North Central Mission Area and as such, attend the Deans meetings with the Bishop as well as some of the quarterly Mission Area Council Meetings. I also serve on the Standing Committee with monthly meetings with Bishop Anne. I will continue on the Commission on Ministry until November, most recently began to help plan Ministry Discernment Day in October. The COM meetings are quarterly. I serve as convener for the Discernment Committee for a new aspirant, a responsibility which involves six meetings between March and Sept. All of these responsibilities are an extension of St. Andrew's ministry in the wider church, your way of sharing God's unconditional love beyond our parish.

College of Congregational Development

The College of Congregational Development is a leadership training offered over two years by the Diocese of Ohio. The main program is a one week intensive each summer. This year the course is full and we were offered the opportunity to attend as "commuters" since we are geographically close to Bellwether Farm where the course is held. This invitation was declined and my hope is that we will be ready to register early next year when the 2026 enrollment begins. Barbara Prior, Judi Hudnutt and Ben Holcomb have expressed interest in attending and I am hopeful that the four of us, and maybe more people, will be able to attend in 2026. The Vestry will be asked to allocate funding for this by Jan. 2026 in order to be ready for us to register.

New Employee

April 1 marked the beginning of Ryan Palermo-Varner's employment at St. Andrew's as an Assistant Janitor. Ryan has been helping us on an ad hoc basis since January. The funding for Ryan's position comes from the Sexton line item and has no new budgetary impact. Bill Taylor will continue as our Sexton and Ryan will provide regular cleaning

service for 8 hours per week for our well-used building. We welcome Ryan to St. Andrew's and are grateful for his gifts to help keep our building clean and welcoming.

Upcoming Rector's Schedule

April 7-11 – 4 days of CE/PD - Continuing Education/Professional Development
(On retreat at Monserrat Jesuit Retreat Center, Lake Dallas, Texas. I will be joining a group that I grew up with in Japan.)

April 24-25 – 2 days of Vacation – Thurs. and Fri. Office will be closed on April 22 and I will work on Wednesday April 23 – MP, Program Staff meeting and Community Meals Hospitality – Does not include a Sunday.

May 20-23 – 4 days of CE/PD – Clergy Conference at Geneva on the Lake

May 25 – 1 day of Vacation – Includes a Sunday. (This is dependent upon the availability of supply clergy and will be confirmed at the May Vestry Meeting.)

Respectfully submitted,
The Rev. June Hardy Dorsey, Rector.

St. Andrew's Episcopal Church

Finance Report for March, 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 financials, comparison to the 2024 qtr. and the Cash Flow.

Statement of Revenue and Expense by Budget

40100 Pledge Income – Pledge income for the year is over budget by \$9,500 and ahead of 2024 by \$1,000.

40200 Non-Pledge, Plate – \$439 vs a budget of \$1,250 and less than 2024 by \$5,200.

40440 Dean of Mission – Under budget by \$500 for the year and 2024.

Expense

Facilities on budget except for the gas and electric due to the col month.

Mission under budget for the month and 2024.

Office Admin under budget for the month and year. Professional services greater than 2024 by \$1,500.

50450 VBS – Over budget by \$262. Purchased Shine Materials.

Clergy and Staff are under budget for the month and year,

The total expenses in March were \$25,201 vs. a budget of \$29,498.

This month we experienced a loss of \$40 and a gain for the year of \$9,091 compared to \$21,306 in 2024. Income was greater in 2024.

Statement of Financial Position

10020 Huntington Checking – The balance of \$107,726 and the available operating funds are \$33,000. Reimbursed Meade funds of \$7,000 due to an error by Charles Schraub.

10025 Huntington Debit Card – Spent over \$1,000 at Sam's Club for community meals. Other expenses were \$72.00 for Tithely. Shine materials \$266. \$32 for a virus protector for the live stream.

20003 Prepaid Insurance – A monthly amount of \$2,075 was charged to expense.

20131 Meade Donation - \$4,000 paid to Charles Schraub.

20142 Organ Restoration – Still waiting for the funds from JIF.

20161 Freedged – Purchases of \$203. Deposit \$600.

20170 Kitchen Project – Received \$100,000 from GWF MM Capital Projects.

21191 Memorial Fund – Transferred \$1,115 to the JIF.

35000 Equity - \$3,000 of funds used to repay Schraub

The February and March JIF Statements have not been received at the time of this report.

Senior Warden Report and Congregational Development Commission April 6, 2025

2026 Budget

1. Stewardship Campaign for 2026 budget will begin September 14 and continue through October 12, 2025. At the last Resource Management Commission meeting, a calendar for campaign planning and implementation was created. The group is looking for a volunteer to lead the campaign.
2. Commission chairs will be asked to submit budget request by June 1, 2025.

Systematic Evaluation

1. The first draft of the of the Fundraising Policy is being prepared and should be ready for review at the May Vestry meeting.
2. The Safe Church policy will be due for annual review in August. Safe Church training is required for all Vestry members. Thanks to all who have completed the training or completed their certification renewal. If you have not completed the training, the instructions are below.

Safe Church Training Instructions

Safe Church Training Registration Information

1. Go to—<https://www.dohio.org/ministries/safe-church/trainingcertification>
2. Complete electronic request form information. Select option “Elected positions and other lay leadership” for correct module assignments.
3. Submit request. You will receive an email from “Jotform” confirming your request.
4. Within 48 to 72 hours, you will receive a second email from “Safe Church” with instructions on setting up an account for the Praesidium Academy.
5. Complete the 5 required modules. Print or save PDF completion certificates.
6. Submit paper or electronic copy of certificates to St. Andrew’s office.
<https://www.office@standrewselyria.org>

Five Modules are required for elected positions and lay leadership.

1. Safe Church- Universal Training- Healthy Boundaries
2. Safe Church- Universal Training- Inclusion
3. Safe Church- Specialized Training- Power and Relationship
4. Safe Church- Specialized Training- Bullying
5. Safe Church- Specialized Training- Abuse and Neglect

Congregational Development Commission (CDC) Report

Care Boxes for College Students- Donations have been received. Names and college mail instructions are being collected.

CDC will provide coffee and pastries after the Easter service. Mimosas will be provided as well.

Exploring ways to provide outreach to high school students walking past St. Andrews.

Freedge continues to be an important support to a community in need of food security.

Community meal preparation and distribution at Methodist church going well.
Community meal guests enjoy coffee at St. Andrew's prior to distribution of take-out meals.

St. Andy's players fund raisers being explored. Bingo is not an option as it is considered a form of gambling.

Jr. Warden Report
April 6, 2025

The kitchen project is progressing well. The center island pieces, safety rails, and fin tube heating covers were delivered to Banks Mfg. for powder coating. Gidich HVAC removed the old hood which uncovered an issue. The proposed routing for the ducting for the new hood had an obstruction, a 20-inch I-beam. Jeff Hahn, Matt Gidich, and I met with the architect on March 31st to discuss alternative routing. Updated plans will be submitted to Elyria Building Dept. which puts installation back a couple of weeks. To avoid downtime, Slager Painting has been working on painting since Friday March 28th. Jeff Hahn and I are cleaning and painting the legs for the stainless-steel cabinets/sinks prior to re-installation.

The new appliances have been ordered. Myki Van Wormer and Chuck Reich have been sorting through utensils and other kitchen items for continued use, recycling, or disposal. Howard Washington has expressed interest in one of the old range units. Trinity Toledo expressed interest in the other range unit. I conferred with Rev. June and it was determined that as long as they arranged for removal, they were welcome to it. I spoke with George Benson from Trinity on Monday the 31st and they want it. Arrangements will be forthcoming.

We have been experiencing issues with the contactor switch for the air handler for the Nave. It has been causing issues on and off for about the last year. Recently it has been tripping more frequently. Inspection revealed the switch is so old that replacement parts aren't available. A new switch has been ordered and will be installed in the next week.

Boiler #1 would not fire and shut down. Inspection revealed that circuit board had shorted out. The circuit board was replaced and boiler is back in operation.

Respectfully submitted,

Hans Van Wormer

Resource Management Commission Meeting, April 2025

Members: 5

+ Barbara Prior; + Jean Hays; + Amy Kellogg; x Karl Kirk; x Gary Pressnell; x Matt Skladan?

Ex-Officio members: 3

+ June Dorsey, Rector; + Doug Skladan, Treasurer; x Kathy Kerber, Sr. Warden

Also invited: 2

x Bill Taylor, Sexton; x Jane McDonald, Asst. Treasurer

cc: Jesse Varner, Myki Van Wormer

+ present; x absent

Stewardship campaign dates: (9/14- 10/12)

Began using Breeze to track contributions in 2023. Ask Jesse for past stewardship results from the annual reports.

Agenda

1. Select Stewardship leader(s).

Barb will follow-up with Pam Hahn (in San Diego this week)

Amy and/or Jean will ask Shanon Van Gunten.

Amy & Jean will if neither can.

2. Planned giving webinar

Amy has signed up with great reluctance.

3. Budget

Doug will be proposing a new budget at this month's vestry mtg. We'll be updated at our next meeting.

Barb will ask Commission heads for their 2026 budget requests; due June 1st.

+ CDC - Greg

+ Worship - June

+ Youth Commission - Alison H via Ben

Send to Ben "this is for the youth commission" cc June

+ Office staff - June

+ Music - Mark S.

+ Building and grounds - Hans

+ RMC asked for \$350 for 2025

4. Re: ordering stewardship materials (June)

We have ordered materials from The Salt Project (www.saltproject.org). Unfortunately we have used all of their stewardship packages and they have not created any new ones.

Let's try the Episcopal network of stewardship (TENS). Their materials are free and released in May every year.

Barb will contact Rebecca Miller, Missioner for Stewardship and Resource Development who has the password (and also to introduce herself)

5. Created Stewardship Calendar with major Stewardship tasks (see attached spreadsheet).

6. Potential stewardship speakers/ topics

+ Megan Quissenberry livestream services & zoom church

+ Environmental footprint: Labyrinth/partial pollinator garden; water stations; renovation of kitchen

+ Justice and peace committee

+ Hardscapes (building & infrastructure) & Building maintenance

Carillon & Organ; Kitchen; both bathrooms

Discuss how we must maintain / update hardscape to continue doing the mission of the church.

Include quotes from kids, community meals people, elderly, visitors, etc.

March 2025 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 10:30 services on March 2nd, 9th, 23rd, and 30th. 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 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 only helped on March 26th, as I was sick in the beginning of March.

Cub scout troop 3110 is meeting in the parish hall on Tuesday evenings from 6:30-7:30. They also helped out during the Shrove Tuesday Pancake Supper, with several of the scouts coming to help.

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

Sundays at St. Andrew's has been meeting every 1st and 3rd Sunday of the month, where we meet for worship, prayer, activities, discussion, and games. This month, the kids participated in re-envisioning our Alleluiah signs with Rev. June, and also have been learning more about Lent through the help of "Everything in Between", our Lenten devotional resource from A Sanctified Art. We are averaging 8 kids every Sunday. 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. This month, the youth and children and I had a movie night where we ate snacks and watched The Wild Robot in Andy's Place. This movie was very good, with a very good message, and the kids had a great time. We had 4 kids come to this.

The next fellowship event will be our Cedar Point Trip in May.

Another goal by May is to conduct another youth-led worship service with the youth and children. With the help of Mark, our music director, it is my intention to lead worship with the kids through music, skits, and contemporary guitar service music. I am very excited to be doing this again, as are the kids. This service is scheduled for May 4 at the 10:30 am service.

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.

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.

In such a divisive time in our nation, it is more important than ever to keep our children and youth in prayer. Because of this, I have been continuing to pray for them as well as all young people in our nation.

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 March 13th to discuss upcoming events and youth-led worship. It is imperative that we have these meetings, as I am just one part-time youth leader. However, as a group of dedicated individuals, we have been capable of so much more than I was able to do alone. I am always thankful for their help and support.

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.

We now have the curriculum and resources we need to start planning SNBS, so I will be creating a team to start planning that as well.

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

I attended Staff Meeting on Tuesdays 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.

Last met with the Youth Commission on March 13th.

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.

I have been reaching out to parents and youth at least once a week to remind them of all of the upcoming programs designed for youth and children, like Sundays at St. Andrew's. 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.

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 will be completed closer to the summer.

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.

At least one of our former youth has expressed interest in and is actively sharing their musical talents during services as well.

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.

Sunday Night Bible School is the new way we are conducting Vacation Bible School. Meeting for five consecutive weeks in the summer on Sunday evenings, with a format that expands on the regular Sundays at St. Andrew's format. The Youth Commission and I met and decided to keep with the same general format, and Sunday Night Bible School will be returning on Sunday evenings from 5:00pm-7:00pm on the Sundays of July 13th-August 10th. The theme and curriculum for this year comes from Shine VBS which was the publisher for last year's curriculum. This year the theme is Waves of Wonder, which is ocean themed. I am very excited to start preparing and planning for this program.