

GRACE EPISCOPAL CHURCH

Windsor, Connecticut

October 10, 2023

Call to Order

Attendance

Present: Ian Rickard , Father Don, JoAnne McLeod, Larry Young, David Stender, Andrea Anderson, Debbie Hutchinson, Andrew Hutchinson, and Katrina Woodhouse.

Absent: William (Harvey) Harvey, Ken Roach, Chuck Drake, Susan Burgdorf, Margaret Shields, and Carol Blais.

Guest: Wendy Beebe

1. **Opening Prayers**

The October 10, 2023, Vestry Meeting was called to order at 7:00 p.m. with an Opening Prayer led by Senior Warden Debbie Hutchinson.

2. **Additions/Deletions to Agenda**

There were no additions or deletions to the agenda.

3. **Approval of Minutes**

A motion was made, seconded, and carried to accept the minutes as written from the September 5, 2023 Vestry meeting.

4. **Financial Reports**

Treasurer Larry Young reported that the Operating Fund deficit is currently anticipated to be \$29,000-31,000. The rate of the decline will slow due to Father Chip's retirement since Father Don's salary is less than Father Chip's salary. A question was asked regarding sending a letter to parishioners requesting that they keep their pledges current. Larry stated that a pledge statement letter has been sent to the congregation.

5. **Old Business**

a. Streaming Update

Dave Stender reported that the new streaming box has been installed. A fixed camera is in the back of the Church. The service will be streamed on Sunday, October 15th using the new equipment.

b. Sunday School Update

Debbie Hutchinson reported that Sunday School classes will begin on October 15th in the Tuttle House. A concern was voiced regarding any possible mold issues in the Tuttle House. Lynne Rhodes is hoping that 10-11 children will participate. Currently, enough floaters have volunteered to go between the classes in accordance with Safe Church guidelines. A confirmation class teacher is needed. Lynne would like another teacher to volunteer for classes in January when she leaves for 3 months to go to Texas. Church school will be from 9:45-10:30.

c. Website Deadline/Update

Debbie Hutchinson stated that the goal for vestry members to submit their website photos and brief biographies to Jenny Hawran is October 15th. Debbie suggested that the website be more interactive; perhaps Father Hamer could record a word or message for the day. She will speak to Jenny Hawran regarding that possibility.

d. Stewardship Campaign

Father Hamer reported that Andrea Anderson, Debbie Hutchinson and he have been participating in an online stewardship workshop held on five Sunday evenings. The Church received a grant from the Diocese to participate in the workshops. Father Don stated that a stewardship schedule has been put together. A letter to the parish from Father Don regarding stewardship will be sent out this week. He will discuss the campaign during his sermon on October 22nd. We will have "Stewardship Minutes" beginning on Oct. 22nd. The theme for this year's campaign will be "Rooted in Abundance." The formal kick-off for the campaign will be Nov. 5th. A discussion took place regarding tithing and how to determine the amount of income one pledges to the Church.

e. Safe Church Training Update

Debbie Hutchinson reported that parishioners are continuing to register for the training and those who needed their status updated are continuing to take care of that. Folks participating in Pastoral Care will be trained. Debbie stated that Muff Fowler has agreed to head up the Pastoral Care ministry. Father Don added that the Eucharistic kit will be given to Pastoral Care visitors at the end of the service.

f. Communion from the Common Cup Update

Father Don noted that there has been little desire on the part of parishioners to have Communion from the Common Cup. He stated that, in light of the uptick in covid cases, we will continue our current procedures for Holy Communion.

g. Halloween Activities

JoAnne McLeod reported on the plans for Nightmare on Broad Street. Parishioners have been asked to bring donations of candy to Church. A suggestion was made to hand out bookmarks containing information about Grace.

h. Proposed Date for Winter Quiet Day

Quiet Day will be held on January 6th.

i. Lessons and Carols

The service followed by the potluck luncheon will take place on December 3rd.

j. Diocese Annual Convention

Debbie Hutchinson and JoAnne McLeod will attend the convention which is to be held Oct. 27-28.

6. New Business

a. Gardening Guild Report

Wendy Beebe reported on her progress with existing gardens on the Church grounds which she has been volunteering to beautify for the past six years. She is proposing to create a Tuttle House Garden Guild consisting of volunteer helpers who would ask for no financial help from the vestry. She would like the vestry's approval to create gardens around the campus of the Church. Wendy has plans for a variety of

gardens including a pollinator pathway, a meditation garden, and a kitchen garden among others. She suggested utilizing the help of the Boy and Girl Scouts. Suggestions were made about how to enlist volunteers. A suggestion was also made that a formal plan for the gardens could be developed.

b. Building and Grounds Report

Larry Young reported that a small vestry/building and grounds committee met and discussed the Tuttle House roof for the garage, summer kitchen and front porch. The committee, after reviewing three bids, approved the bid from J. P. Carroll. The job would begin toward the end of October or the beginning of November. Larry discussed the other bids with the vestry. He made a motion to select the J. P. Carroll Company's bid and conditions to replace the aforementioned sections of the Tuttle House roof for \$6145 which will be secured from the Tuttle Fund.

Larry reported that he has asked Serv-Pro to be the general contractor for the work in the nursery. They will negotiate with the insurance company. The specifications require that the area be returned to what it was prior to the pipes bursting. Once that payment is received, we can use that money to make changes such as using only a tile floor rather than carpeting. Larry is hopeful that Serv-Pro and the insurance company can reach an agreement within a short period of time. Larry also stated that he will ask Serv-Pro how much it will cost to bring all of the pipes in the nursery inside the walls to make them safer from freezing. The blower unit in the wall will not be replaced. Larry proposed making a motion to transfer money from the Tuttle Fund to cover additional improvements that may arise. It was decided that the motion will be delayed until the work begins and we have an idea of the cost; an email will be sent to vestry members if a vote for money is required.

Larry stated that the window in the lower parish hall inside the former food pantry is still leaking. He believes that the leak could have been caused by a crack in the wood below the window. He is proposing digging down below the window, sealing the crack and purchasing a new window well and cover. He will do the work with Chuck Drake.

Larry reported that the recent water found in the basement of the Tuttle House was ground water and not a leak. The electricity problem could be caused by burned out bulbs. The panel and circuit breakers appear to be in good shape. Nunes Plumbing is coming to look at the furnace and the hot water heater. The house will be cleaned by our sexton, Dan.

Larry also stated that he will be purchasing surge protectors for the office and any other area where the Church is in danger of losing equipment. He is also going to replace the timer switch on the front door so that the light will come on. Larry will use a hand plane to stop the front door of the Church from sticking.

7. Questions, Concerns and Comments

- Katrina Woodhouse and Dave Stender reported that a new architect will be selected to design a handicap ramp.
- Debbie stated that, in the future, the executive team will meet via zoom to finalize the agenda so that it can be emailed by the end of each month. This way, the agenda will be available to vestry members in a timelier fashion.

With no further business before the vestry, a motion was made to adjourn the meeting at 8:45 p.m. The motion was seconded and carried. Father Don led the vestry in saying a closing prayer.

JoAnne McLeod, Clerk

