

GRACE EPISCOPAL CHURCH

Windsor, Connecticut

December 12, 2023

Call to Order

Attendance

Present: Ian Rickard, Father Don, JoAnne McLeod, Larry Young, Andrea Anderson, Andrew Hutchinson, Ken Roach, Susan Burgdorf, William (Harvey) Harvey, Katrina Woodhouse, and David Stender.

Absent:, Margaret Shields, Debbie Hutchinson, Chuck Drake and Carol Blais.

1. **Opening Prayers**

The December 12, 2023, Vestry Meeting was called to order at 7:05 p.m. with an Opening Prayer led by Junior Warden Ian Rickard.

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 November 14, 2023 Vestry meeting.

4. **Financial Reports**

Treasurer Larry Young reported that the anticipated deficit in the Operating Budget is looking to be \$20,000 rather than the \$30,000 earlier predicted. Larry stated that this is due, in part, to lower than predicted utility bills and changes in personnel. Larry also reported that we have currently received \$63,000 for our insurance claim for the damage to the nursery. To date, we have spent about \$39,000. Larry feels that the work can be completed within the insurance payment without extra money being needed.

A question was asked regarding pledge amounts. Larry stated that the pledges are fairly current; some folks have been paying regularly but are not officially pledging. A discussion took place regarding our membership in the East Windsor Chamber of Commerce. It was decided to renew our membership for another year.

5. **Old Business**

a. Stewardship Campaign

Stewardship Chair Andrea Anderson reported that we have currently received 52 pledges for a total of \$167,817. Last year, we received 75 pledges for a total of \$203,335. Andrea stated that pledge cards are still coming in. It was suggested that reminder notices to return pledge cards should be in the weekly bulletin. Larry noted that pledge cards typically continue to come in until the end of the year.

b. Building and Grounds Update

Larry Young reported that we have received a proposal from ServPro to complete the work in the nursery for about \$27,000 which will take the rest of the insurance payment. Larry stated that some changes regarding carpeting and tile placement will be made. Insulation will be added to the walls and the exterior pipes will be brought inside the walls and covered by radiator covers. Larry will have a walk-through with ServPro on Thursday morning to finalize the rest of the repairs.

Larry submitted a report outlining the progress on repairs to the campus. The Tuttle House garage roof was completed, and the furnace repair and hot water heater replacement were completed. The leak under the exterior window of the Food Pantry storage area has been partially resolved. The sticking front door of the Church has been repaired along with the broken door latch bracket and the exterior light switch.

Larry reported that several minor fixes are needed following an inspection by the Fire Marshall. The paperwork stored in the area of the basement called the dungeon is a fire hazard. Plans will be made to contact Jenny Hawran regarding the historic importance of the records with the idea of moving important documents to the Tuttle House.

Larry noted that a section of our annual audit to the Diocese requires an audit of all of the furniture and other items in the Church for insurance purposes. A suggestion was made that this inventory might be a service project for the Boy Scouts. This will be investigated further.

The vestry thanked Larry and Chuck Drake for their hard work maintaining the campus of the Church.

c. Lunch by the Pond

JoAnne McLeod reported that the Lunch by the Pond outreach will take place on December 30th. Several folks have volunteered to help. Sixty brown bag lunches will be assembled and brought to Bushnell Park. The lunches will be distributed after the service of Holy Communion.

d. Partnership with The King of Glory Church

Father Don explained that The King of Glory Church is a non-denominational Church that would like to rent our Church space in the nave, the Great Hall, and the Lower Parish Hall for a cost of \$1000 per month. Their service would take place on Sundays at 4pm and they would use the Great Hall and the LPH for a meal following the service. They will need to provide us with a certificate of insurance. The arrangement needs to be approved by the standing committee of the Diocese. The Diocese will provide a contract for us to use. It was suggested that regular meetings should take place with The King of Glory representatives to keep communication lines open.

A motion was made and seconded that we approve the request by the King of Glory Church to rent space at Grace Church to them pending the approval of the standing committee of the Diocese. Following a brief discussion, the motion passed unanimously.

e. Personnel Issues

Father Don requested that the vestry go into Executive Session in order to discuss a personnel issue. Following the discussion, Father Don requested that the vestry go out of Executive Session.

f. Update on Scout's Use of the Campus

There was no update at this time. It was decided that more information was needed regarding the spaces requested by the Scouts and the days the spaces would be needed.

6. New Business

a. Stewardship Realty

Stewardship Realty is a company sanctioned by the Diocese; they help older churches make better use of the buildings on their campus. A representative from the company was contacted but he has yet to get back to Father Don. He will reach out to Stewardship Realty again.

b. Annual Meeting

The Annual Meeting will be held on January 21, 2024.

c. Plans to Elect New Vestry Members

Ian stated that the new vestry members have historically been selected by the outgoing vestry class and the Junior Warden. The merger with Broad Brook increased the number of vestry members; this was so that both churches were represented in leadership positions. Amendments were made to the by-laws to accommodate this change. A lengthy discussion took place regarding the number of vestry members, the class they belonged to and the change in the by-laws. Father Don stated that he will ask Greg Farr at the Diocese to help clarify our procedure going forward.

d. Confirmation Class Schedule

Father Don stated that five students are signed up to begin confirmation classes in January. Father Don will help instruct the group. He is looking for a female co-leader to help teach the classes. They will meet on Sundays after Church services for approximately 90 minutes. Confirmation will take place sometime in 2024. Father Don stated that five folks are needed who are willing to be mentors to the confirmands; the mentors will be companions on the confirmation journey and a point of contact person.

e. Quiet Day 2024

Father Don stated that we will have an Epiphany Quiet Day which will take place on January 6th from 9am-1pm. It will consist of a series of talks and reflections to be followed by a light luncheon. Folks will be asked to sign up and there will be no cap on attendance.

f. Pastoral Care

Father Don stated that Pastoral Care will be organized as a team. A prayer tree will be established. This will be especially helpful to those folks who do not want their names mentioned in the bulletin.

7. Questions, Concerns and Comments

- Katrina Woodhouse requested that the handicapped access project be added to the January agenda. She also stated that an update concerning the project should be given to the congregation.
- Father Don stated that the Bishop will be visiting the Church on January 28th. He would like to have lunch with the vestry.

8. Adjournment

With no further business before the vestry, a motion was made to adjourn the meeting at 9:30 p.m. The motion was seconded and carried. Ian Rickard led the vestry in saying a closing prayer.

JoAnne McLeod, Clerk