

GRACE EPISCOPAL CHURCH

Windsor, Connecticut

March 10, 2026

Attendance

Present: Father Don, Larry Young, Margaret Shields, Debbie Hutchinson, Andrea Anderson, Susan Burgdorf, Katrina Woodhouse, Jan Belinger, Chuck Drake, JoAnne McLeod, John Carpenter, and Dave Stender.

Absent: Debbie Boone, Ken Roach, Linda Rickard, Jo Anne Harrison-Becker, and Carol Hall.

1. Call to Order

The March 10, 2026 Vestry meeting was called to order at 7:05 pm by Father Don.

2. Opening Prayer

The Opening Prayer was led by Father Don.

3. Additions to the Agenda

6. New Business

g. Rental Policy

h. Coffee Hour Space

4. Approval of the Minutes

A motion was made, seconded, and carried to accept the minutes as written from the February 10, 2026 Vestry meeting.

5. Old Business

a. Update on St. John's Campus

Jan Bellinger reported that she had spoken to the attorney we have hired to look into heirs for the St. John's rectory property. He suggested looking into any heirs prior to opening an estate of probate.

b. Roof Repairs

Larry Young reported that, because of the heavy snow on the roof, work had stopped on the Tuttle House roof. Now that the snowpack has melted, work has resumed. Larry also noted that the roof work over the chancel has been paid for.

c. Ramp Update

David Stender reported that the ramp subgroup has chosen Drake & Sons to install the ramp. The cost will be about \$100,000. The bid was the least expensive of the three bids submitted. Dave made a motion that we accept Drake & Sons proposal for the installation of an outdoor ramp for a sum not to exceed \$100,000 with funds taken from the Tuttle Fund. Debbie Hutchinson seconded the motion. There was no further discussion and the motion passed unanimously. It should be noted that Chuck Drake abstained from the vote.

Dave noted that the work can take up to two months to complete. As a result, consideration needs to be given as to when the work is done because the double doors leading into the Church by the office will not be accessible. The Executive Committee will meet to determine the logistics around entering the Church while the work is being carried out. Chuck Drake commented that the cherry tree on the side of the Church could possibly suffer some damage because of the work; all attempts will be taken to limit any negative impact.

Many thanks to Dave for his dedication to this project and to the subcommittee that worked with him.

d. Update on New Logo for Merged Church

Jan Bellinger reported that she and Debbie Hutchinson have been working with the iconographer regarding a sign and logo for the St. John's Hall. Jan handed out renderings of designs. So far, the vestry has approved a blue fleur de lis highlighting the dates of all three churches. New renderings were requested and the update was tabled until a future meeting.

e. Update from Strategic Planning Committee

The update was tabled until the April Vestry meeting.

f. Reminder of Special Vestry Meeting

Father Don reported that the meeting with Gianfranco Grande from Partners for Sacred Places will tentatively be scheduled for March 24, 2026, at 7 p.m. Father Don will send out a clarification.

Debbie stated that Bishop Ahrens will be meeting with the Vestry after the service on April 12th. This meeting will take the place of the regularly scheduled meeting for April.

6. New Business

a. Financial Report

Larry Young reported that it is too early in the year to see a trend in our spending. Trouble with the mail has caused us to receive only one Eversource bill so far this year. Larry explained the Fund Balance Analysis and Cash Reconciliation worksheet he gave to the Vestry. He noted that he will begin taking disbursements from the St. John's endowment in order to cover expenses for Grace Church; disbursements have already been taken to cover the expenses at St. John's. A motion was made and seconded and the Financial Report was unanimously accepted.

Larry made a motion that, effective January 2026, we increase the monthly draw from the St. John's Endowment by \$8,000 per month to support the general obligations of Grace Church. In addition, we will continue, as long as necessary, to draw \$5,500 per month to support the maintenance of the St. John's campus. Dave Stender seconded the motion. There was no further discussion and the motion passed unanimously.

b. Property Discussion

Larry Young stated that he has concerns regarding the steps by the lectern and pulpit and the fall risk that they pose. He asked parishioner Larry Moulthrop to examine the situation. Larry Moulthrop designed a plan to help eliminate the hazards in that area. Larry proposed lowering the Goslee lectern to a lower step. This would eliminate having to use a stool for shorter parishioners. The railings going up to the altar would be placed closer to the lectern and pulpit. The baptismal font will be moved to the other side of the lectern. Railings will be placed in strategic areas. The contractor has quoted \$1200 to complete the railing work; this will also include replacing the railing going down to the office by the water cooler. Larry Moulthrop provided the Vestry with a plan of his proposed changes. Larry Young made a motion that we

proceed forward with the proposal from Frank's Ornamental to install additional railings in the sanctuary as a safety precaution. The cost of these railings is to be covered by the Maintenance budget in 2026. Debbie Hutchinson seconded the motion. Following no further discussion, the motion passed unanimously. It was noted that these changes should be explained to the congregation prior to the work being done.

The vestry thanks Larry Moulthrop for his expertise and ingenuity.

Larry Young reported that the Fire Marshall inspected the Church. He noted that the boiler room needs to be either rebuilt to make it more fireproof or a sprinkler system needs to be installed. Larry noted that a sprinkler system might be more feasible. The exterior door in the steeple is in violation; it is not ADA compliant, opens inward and has no crash bar. This is a big project so estimates will have to be sought. We also need battery packs for our exit signs.

c. Executive Session

The Vestry discussed the updated payment rate for Reverend Charlotte. After the discussion, Larry made a motion that we pay Reverend Charlotte a \$50 premium over the rate she receives as a supply priest for Sunday services. John Carpenter seconded the motion, and it passed unanimously.

While still in Executive Session, the Vestry discussed the position of Director of Music Ministries.

The Vestry came out of Executive Session.

d. Change the Designation of the Red Door Food Ministry

Larry proposed that the designation of the Red Door Food Ministry be changed to the Grace Church Outreach Fund. With this designation, we can expand our outreach programs. Larry made a motion that we redesignate the Red Door Food Ministry Fund to be the Grace Church Outreach Fund. This Fund would be used to support all outreach ministries that Grace Church currently, or will in the future, pursue. John Carpenter seconded the motion. A discussion took place about using the money for outreach other than food related projects. The motion was voted on, and it passed unanimously.

e. Open Church on March 28th

Father Don noted that he has been talking with Marcia Hinckley regarding opening the Church for reflection and prayer on March 28th from 1-5 p.m. Many folks will be participating in the No Kings Rally taking place on the Green. Father Don and Marcia will be in the Church. Dave Stender commented that the Church should be open when large activities occur on the Green, especially for Shad Derby. Chuck Drake suggested that a banner be made and placed in front of the Tuttle House to notify folks when the Church will be open for reflection and prayer.

f. Establish Nominating Committee for 26-27 Vestry

Father Don stated that outgoing vestry members will help to select new members. Because of the pandemic and mergers, some confusion exists regarding the years some members joined the vestry. Father Don and JoAnne McLeod will meet to determine the Vestry classes. Debbie Hutchinson stated that she will not be a candidate for Senior Warden due to family obligations. The vestry and Grace Church will celebrate Debbie's commitment over the years to Grace.

g. Rental Policy

Because of the lateness of the hour, this topic was tabled for a future meeting.

h. Coffee Hour Space

Dave Stender reported that the lower parish hall does not offer enough space for Coffee Hour. It is a popular and important ministry that many parishioners attend. Ideas for better use of the space will take place at the next meeting.

7. Other Business

a. Feedback on February 28th Event

Father Don requested feedback regarding the Black History Month Event. Debbie noted that, despite the short notice of the event, it was well attended and she received overwhelmingly positive feedback from many of the attendees and participants. Jan Bellinger stated that she felt the event was eye opening and beneficial. Debbie noted that May 7th is the National Day of Prayer to be held at Trinity Church on Park Avenue. She hopes many will be able to attend.

Closing Prayer

With no further business before the vestry, the meeting was adjourned at 9:20 pm. Father Hamer led the vestry in saying the closing prayer.

Respectfully submitted,

JoAnne McLeod, Clerk