

**St. Brendan the Navigator  
Minutes of the Vestry Meeting  
May 19, 2020**

Present by ZOOM video conferencing: Lis Ingoldsby, Josephine Jacob, Bill Scaife, Miriam Antich, Meg Graham, Barbara Kourajian, Tom van Buren, Fr. Edward Dufresne and Pastor Elaine Hewes

Also present: Mickey Jacoba

Senior Warden Lis Ingoldsby called the meeting to order at 1:03 p.m. Fr. Dufresne offered an opening prayer.

**Review and Acceptance of April 20th Meeting Minutes**

Bill asked for clarification on the follow-up Miriam was to do with Vestry members concerning their willingness to serve on Vestry. He suggested the following amendment: Miriam will email the Vestry members eligible to serve another term regarding their willingness to continue to serve on Vestry. Miriam moved to accept the Minutes as amended; Jo seconded the motion. The motion passed.

**Finance Ministry**

- Review of April financials

Bill reported we are in good shape financially. He said our pledge income took a jump in April above the previous two months; it was \$11,725. Lis noted the reminders in the Navigator were helpful. Our total income is about \$11,000 more than what we budgeted due to most of the pledges being paid up front. Bill prepared a document showing the monthly running total compared with the budgeted amount. He was asked to send this to the Vestry.

We revisited the propane issue. Jo reported we were overcharged by \$.70/gallon and we will be receiving a credit of \$57.05. This raised the larger question about pricing with Percy Brown Plumbing and Heating. Lis will follow-up with Russell.

- Update regarding the Fidelity account

Meg reported that all the accounts have been established at Fidelity. She noted that since the monies all had to go into the premium money market, they have not been distributed between the three accounts. She said that when we start investing, we will have to have them in the “right buckets.”

Fr. Dufresne clarified that eventually we will have a checking account, an Endowment, a Capital Reserve account, a discretionary account and a Ministries Reserve (a rainy day account that could be spent on any need) – thus five buckets. Meg suggested we have four accounts: three accounts in Fidelity -- Endowment, Capital Reserve (she calls it a Building account), and a current account (short-term CD's) – and

our checking account at Bar Harbor Bank and Trust. Meg thought Fr. Dufresne's Ministries Reserve is the one she is calling our current account.

Lis suggested we send this back to the Finance Ministry for further clarification on these accounts.

- Diocesan Paycheck Protection Program (PPP) grant

The Diocese applied for a PPP grant to offset losses of income. We have received about \$2800 from this grant which went into our bank account. Lis believes the note will be forgiven. These monies need to be spent on salaries.

- Update on online options for pledge payments

The primary mode for pledge payments is direct deposit through mail or snail mail. No new information was presented on online giving. Meg reported that Pete Dane spoke with Bar Harbor Bank and Trust and they do not charge a fee for electronic funds transfer. Lis suggested we need to keep the dialogue going and we need to follow-up on this at our next meeting

- Maine Community Foundation funds

All of the funds have been moved out of the Maine Community Foundation. Meg noted we took our money out of the MCF in early March, well before the stock market hit its first downturn, but we couldn't withdraw all the money right away (there had already been a decline from the market high). This explains the paper loss of over \$11,000 in our capital accounts in the first quarter of 2020.

### **Update from the Nominating Committee**

Miriam reported the committee has met three times. They have received one yes and four no replies in their recruiting efforts. Some parishioners felt they were at an age where they didn't want to take this on and others didn't see themselves in that particular role.

Committee member Mickey Jacoba said there is not an appetite for leadership in the Parish. She said we have lots of ideas which require big leadership needs and this is something the Vestry needs to be concerned about. Lis stated we are all concerned about sustaining the momentum we have going. Fr. Dufresne, speaking as consultant to the committee, noted the important need for renewal and refreshment of leadership. Miriam concluded the discussion by saying "I think it will all work out."

### **Ministry Reviews**

**Worship & Music:** Barbara reported the Ministry is recommending we stay with the Zoom format until the time when worship leaders don't have to wear masks. She said Zoom worship will continue at least through the end of June. Pastor Elaine added there may be the possibility of some type of in-person meeting in July. She mentioned possibly using the Parish Hall with social distancing and integrating Zoom technology with the service. She remarked what an unexpected gift Zoom has been and somehow

we don't want to let go of that. Mickey Jacoba added that we are not in any position to carry on two entirely different services (one Zoom, one in-person). She mentioned the possibility of outdoor worship.

Kudos and thanks were given to the Worship & Music Ministry for the Sunday Morning Zoom services. Pastor Elaine asked: "Is the plan to wait until July endorsed by the Vestry?" Miriam moved we approve the recommendation of the Worship & Music Ministry to hold services through the end of June via Zoom and then consider how to move forward with in-church worship at that time. Bill seconded the motion. The motion passed.

Pastor Elaine said at the June Vestry meeting the Worship & Music Ministry will have a recommendation as to what our July worship might look like. There will be several considerations – where it will be held, will there be Eucharist, etc. These decisions will also involve other ministries (Buildings & Grounds and Hospitality & Welcoming). Mickey suggested the Worship & Music Ministry should come up with the ideas and we go from there. Other ministries will be involved to help implement their recommendations.

**Buildings & Grounds:** Meg said it has been hard to pull together a group to discuss the use of the building because things are changing so quickly. She noted that at least now with the warmer weather we are able to do some of the basic things besides the gardening. Jo said that someone will be coming to give us an estimate on the roofing of the sanctuary. We are also getting an estimate on both asphalt shingles and a metal roof. It was suggested we get three quotes. Jo was charged to get estimates on a drop-down sign that says we do Zoom worship.

**Outreach:** Tom reported that Outreach met on May 7<sup>th</sup> and focused their discussion on food assistance. They voted to make donations to Healthy Peninsula for ongoing support of the Simmering Pot meal delivery, to Healthy Island Project for their Lunch Box program, and to Community Compass. Outreach will meet on June 2<sup>nd</sup> to follow-up on other programs they want to support.

Jo commented there are a lot of possibilities in the wings about Simmering Pot and there is discussion about using St. Brendan's as a secondary kitchen. Jo mentioned that Ready by 21 is sending in an application for using our kitchen space one afternoon a week in the summer to cook and produce food products. Tom asked whether our kitchen can be used for any activity if we can find a safe way to do it.

Discussion ensued and there was consensus this is a good way to use our building. We agreed there needs to be an outline on how groups would operate and proceed, perhaps a sheet added to the application form that covers the protocol including sanitizing. Paramount is having someone from St. Brendan's be responsible for protocol; someone has to be there to troubleshoot. Tom suggested that he and Jo work on a proposal for the next Outreach meeting with the target of a solid proposal for the next Vestry meeting.

Tom mentioned the scholarship program has been expanded to \$1500 -- up to three scholarships of \$500 each will be awarded. Ann van Buren and Jackie Wilson comprise the Scholarship Committee. They hope to make decisions by the end of May.

**Education and Spiritual Development:** Miriam reported the Ministry met to plan programs for the summer. Three programs will be offered; all will be meeting via Zoom beginning in July.

**Hospitality and Welcoming:** This ministry will not be meeting until late May or early June because of the changing scenarios.

Pastor Elaine said she would love to be copied on any upcoming meetings of the Ministries.

### **Other Business**

- Ministry updates on the website: Miriam said the Outreach and Pastoral Care website pages were not updated before the search. A meeting was held last week to discuss changes to the Outreach page. Miriam encouraged the ministries to update their pages anytime and to add new pictures.

Fr. Dufresne suggested that when the ministries update their ministry descriptions, they also update their ministry page on the website. A ministry could use the time in the fall with a deadline of the following January to get these updates done.

- Bishop Brown's visit and Pastor Elaine's installation: Pastor Elaine said she and the Bishop have decided to wait until the installation could be done in fine style. The installation will likely be early Fall.
- Pastor Elaine comes onboard June 14<sup>th</sup>: We need to look at her office set-up, desk, phone, etc. in the next six weeks so the space is useable by July. Lis asked Pastor Elaine to look over the Office Assistant job description to ascertain what type of administrative support she will need.
- Personnel: The Cleaning Crew has been brought back into the building and have cleaned twice.

Office Assistant position: Prior to this meeting, Anna Edgerly-Moore sent a detailed report to the Vestry summarizing her work and recommendations. Her agreement with us ends the end of May. Anna has done a great job and brings many gifts. We are eager for her to continue in this position. There is money in the budget for a 15 hour/week position.

Discussion followed and it was decided that Pastor Elaine will take the lead on having a conversation with Anna expressing our desire to extend her service with us and to determine her interest. Tom moved that Pastor Elaine and the personnel committee extend Anna's time of service with us as an ongoing

position and when she and Elaine have had a chance to review the position, the Vestry revisits this to determine whether the budget/salary is adequate. Jo seconded the motion. The motion passed. We discussed there will likely be some negotiation with the job description to reflect Anna's passion and skill sets and our needs.

- Planning and preparation for the Annual Meeting on July 26th: Lis will be in touch with the Diocese regarding whether it is legal to have a virtual Annual Meeting. Lis noted the feedback we received from last year's meeting:
  - 1) Release the Nominating Committee's slate earlier. Miriam said that when their work is done, the slate will be released.
  - 2) The 2019 budget results along with the 2020 year-to-date financials need to be available.
  - 3) The parish would like to have an opportunity for more conversation about what is going on. Lis suggested having a Parish Forum prior to the Annual meeting to answer questions and to have the ministries report. It could also be a time to launch the Stewardship campaign. We decided to have this Forum on July 19<sup>th</sup>. The Annual Report would be done prior to this informational meeting.

Fr. Dufresne suggested we invite the parish to come to a two-part Annual Meeting: Part A is informational and conversational; Part B is decisional, the business meeting.

Mickey noted the Nominating Committee will be recommending changes to the Bylaws. These will need to be presented at the Annual Meeting.

Our next Vestry meeting will be Friday, June, 19<sup>th</sup> at 10 a.m. Our July meeting will be Friday, July 10<sup>th</sup> at 10 a.m.

We closed the meeting by reciting the Prayer of St. Brendan together. The meeting adjourned at 3:23 p.m.

Barbara Kourajian,  
Clerk