

**August 26, 2021 – 5:00 PM**  
**Holy Faith Vestry**  
**Youth Room, Conkey House**  
**The Church of the Holy Faith**

**MINUTES**

MEMBERS PRESENT: Father Robin Dodge, Van Swift, Dan Green, Steven Berkshire, Chris Frenk, Vann Bynum, Charles Rountree

MEMBERS ABSENT: Charles Chambers, Leslea McCabe, Walter Sterling

NON-MEMBERS PRESENT: Father Jim Gordon

- **Call to Order**  
The meeting was called to order at 5:03 p.m. by Fr Robin who led the Vestry in an opening prayer.
- **Acceptance of the Agenda**  
Steven moved, and Dan seconded acceptance of the agenda. *Carried unanimously.*
- **Disposition of the July 22, 2021 Vestry Minutes**  
Van moved, and Vann seconded the acceptance of the Minutes for July 22<sup>nd</sup> Vestry meeting. *Carried unanimously.*
- **Bible Study**  
Father Jim led the Vestry in Bible study on Mark 7:1-18, 14-25, 21-23
- **Treasurer's Report – Steven Berkshire**  
Steven began by stating that all indications are that we will end the year in a financially sound position. Credit should be given to a close scrutiny of expenditures and generous contributions. Giving and other income for the month totaled \$60,984. Operating expenses totaled \$78,135 resulting in an operating deficit of \$(17,151). Netted with other income and other expenses, there is a deficit of \$(24,967) for the month and a deficit of \$(67,360) for the year-to-date. Contributions of \$59,153 for pledges and plate exceed July 2020 by 19%. Operating expenses of \$78,135 are 9% less than July 2020. Steven pointed out that the year-to-date deficit includes expenditures for capital projects, as well as Guild and Missions & Outreach disbursement, which will be funded by transfers from the endowment at year end.

At the end of July, reconciled cash balance for Century Bank was 242K and for First Citizens was \$240K for a total of \$483K. The cash balances of both accounts, as reported by the bank on August 23<sup>rd</sup> was \$512,885

Swain and Grieco, our auditors, have all the information they need to complete the 2020 audit. It is believed they should be finished by the end of September.

In discussion, it was noted that Fourth Sunday plate contributions, prior to COVID restrictions, were devoted to the discretionary funds. While that has been suspended temporarily until we return to normal, generous parishioners have directed contributions to the funds.

***The Vestry accepted the July Financial Statements as approved by the Finance Committee unanimously.***

Steven also reported that since the Vestry approved the revised 2021 budget at the previous meeting, further budget corrections and revisions were brought to his attention. Specifically, \$150K in 'Stock Gift' was inadvertently also included in 'Regular Cont-Mainly Pledges' overstating budgeted contributions. In addition, budgeted 'Plate' should be raised to \$9,500 to reflect actual giving for the first several months of 2021.

***The Vestry accepted the corrections to the Revised 2021 Budget as approved by the Finance Committee unanimously.***

Steven then presented a resolution authorizing Deacon Lynn as a signer on the existing discretionary account at Century Bank. The resolution reads:

*“The Vestry of the Church of the Holy Faith, Santa Fe, New Mexico, authorizes Deacon Lynn Finnegan to have signature authority for the Deacon Discretionary Account held by the Church of the Holy Faith at Century Bank.”*

***The Vestry accepted the Resolution as approved by the Finance Committee unanimously.***

Lastly, Steven presented recommendations made by the Investment Committee and approved by the Finance Committee in regards to the endowed funds. Specifically:

1. Formalizing the structure of the Committee as a sub-committee of the Finance Committee and clarifying the policy for withdrawing funds to require four approvals; one each from the Rector, the Senior Warden, the Treasurer, and the Investment Committee Chair.
2. Revising the investment policy to state that no more than 20% of the invested funds can be placed in any one industry sector.
3. Adoption of formal language for the two endowed funds to be 'Article VI Endowment Fund' and 'Article VII Endowed Reserve Fund'.

***The Vestry also accepted the Investment Policy changes as approved by the Finance Committee unanimously.***

With the approval of the Vestry confirmed in the Minutes, Steven and Fr Robin will formally present the changes to Northern Trust.

- **Junior Warden's Report – Dan Green**

Dan reported that all the cameras for broadcasting have been installed and the next step will be training four to five people to operate the system. He also reported that all the planting in the Memorial Garden has been completed. Because of delays in manufacturing new cabinetry, the renovation of the Sacristy is being pushed to 2022. There was also discussion of plans to replace carpeting throughout the Conkey House. Dan then presented the need to upgrade our current fire alarm system which has proven to be inadequate. The cost to update the system is estimated to be \$60K. Approval from the Fire Marshall may take up to six weeks and it's possible that additional

work may be required which could increase they cost. In discussion, Van S. suggested that a schedule be developed for periodic inspections (for example, the gaskets sealing the outside lights) to anticipate maintenance needs before problems occur. Van S. moved, and Chris seconded, Vestry approval of going forward with the project to upgrade the fire alarm system. *Carried unanimously.*

- **Senior Warden's Report – Van Swift**

Van began by complimenting Mtr Madelynn for the successful 'Women's Spirituality' sessions. Planning has begun to organize October sessions on 'Women's Spirituality' and another 'Quiet Day' is being planned for February 2022.

- **Rector's Report – Father Robin Dodge**

Fr Robin noted that Deacon Lynn will be at Holy Faith 15 hours a week and she is currently filling in at Trinity-on-the-Hill in Los Alamos.

He also reported that he will be in Boston on September 9<sup>th</sup> where he will invest as an officer in the 'Order of St John'. The Order is related to the Knights of Malta dating back to the Middle Ages and the Anglican Order was reconstituted in the 19<sup>th</sup> century. Members are appointed by the British Crown. Fr Robin has been a member since 2013.

The Parish Picnic is September 19<sup>th</sup> at Camp Stoney starting at 5 PM and concluding with Compline at 6:30 PM.

Fr Robin discussed the efforts to honor Carolyn Scheffler's commitment to the Holy Faith Library. When funds for the Estate were placed in the Article VI Endowment, it precluded offsetting Library expenses. With the establishment of the Article VII Endowed Reserve Fund, the Parish now has an investment vehicle to support the operating expenses of the Library. Fletcher Catron, the attorney for the Estate of Carolyn Scheffler, is completing the work necessary for Court approval to transfer funds from the Article VI Endowment to the Article VII Endowed Reserve Fund ensuring that the intent of a well-funded Library is honored.

- **Associate Rector's Report – Father Jim Gordon**

Although plans were being made to resume in-person Adult Forums in Palen Hall, the surge in COVID has delayed those plans again. The next online Forum, led by Fr Jim, will explore the reasons and traditions of our liturgical worship.

Taize continues the first Tuesday of each month at 6 PM.

- **Phase IV Workbook Discussion**

The Bishop requested that the Vestry review what we've been through and what we've learned over the last year as we've responded to the on-going COVID pandemic. The Vestry used the remainder of the meeting to reflect and discuss some of the questions presented by the Bishop:

- **What have we, as a congregation, learned about God's faithfulness during this time?**

Holy Faith has faced challenges throughout our history and God's faithfulness to this Parish has been made apparent to us repeatedly over the years. As a congregation, we rely fully on God's faithfulness to us and COVID has not tested that resolve.

- **What did we change that worked? Why did it work?**

When in-person worship was suspended, the Parish moved quickly to streaming services. Not only were virtual Sunday services well attended, but we were deeply gratified to see robust participation in morning and evening prayer, memorial services, and children's programs. While the preference was, and remains, to have in-person attendance for services and events, on-line streaming allowed Holy Faith to continue being a part of the lives of parishioners and visitors. Holy Faith is committed to continuing to and broadening our online presence with improved audio/visual capabilities and training.

- **What did you try that failed? What did we learn from that?**

Early in the pandemic, the clergy, staff, and congregation of Holy Faith worked diligently to anticipate the challenges we would face. Careful planning throughout our life as a congregation resulted in a number of initiatives to continue the spiritual life of the Parish. We faced a number of challenges but with our reliance on God's constant guidance and the concerted efforts of the Parish leadership, we overcame obstacles and avoided failures.

- **Looking towards the future, I want to make sure we keep doing.....**

We believe, as a Parish, that our online presence as Parish should not only continue but should be expanded. We've only begun to explore the possibilities that have opened up as a result of our online ministry.

- **Other Business**

There being no further business, Steven moved, and Chris seconded adjournment. *Carried unanimously*. Fr. Robin then closed the meeting with prayer at 6:50 PM.

*Respectfully submitted,*

*Charles Rountree*