

**August 27, 2020 – 5:00 PM  
Holy Faith Vestry**

***DUE TO HEALTH PROTOCOLS DURING THE COVID-19 PANDEMIC, THE VESTRY MEETING  
WAS HELD VIA ZOOM***

**MINUTES**

MEMBERS PRESENT: Father Robin Dodge, Guy Gronquist, Paul D’Arcy, Dan Green, Heidi Hahn, Van Swift, Charles Chambers, Charles Rountree, Leslea McCabe

MEMBERS ABSENT: Walter Sterling

NON-MEMBERS PRESENT Father Jim Gordon, Steven Berkshire (Treasurer)

- **Call to Order**

The meeting was called to order at 5:10 p.m. by Father Robin who led the Vestry in an opening prayer.

- **Acceptance of the Agenda**

Paul moved, and Leslea seconded the acceptance of the agenda. *Carried unanimously.*

- **Disposition of the July 23, 2020 Vestry Minutes**

Dan moved, and Paul seconded the acceptance of the Minutes for July 23rd. *Carried unanimously.*

- **Bible Study.**

Father Jim led the Vestry in Bible study on Mathew 16:21-28.

- **Treasurer’s Report – Steven Berkshire**

Steven presented the July 2020 financial statements. The month ended with contributions and other income of \$51,656 and expenses of \$72,758 leaving an operating deficit of \$(21,102). Netted with other income and expenses there is a deficit of \$(67,403) for the month. Operating expenses are 21% below budget and 28% below actual expenses for July 2019. Pledges of \$49,650 for July are 24% less than budget and 30% below actual pledge (and plate) for July 2019. Because services remain closed to in-person worship, there is no plate for July 2020. Final expenses for Mother Pam are reflected in the July financial statements.

Cash balances in the two bank accounts total \$399K as of August 25<sup>th</sup>.

Steven presented a revised cash projection for the remainder of the year anticipating a deficit of \$489K and a year-end cash balance of \$168K. The cash balance does not reflect anticipated 2021 pledges prepaid in 2020 nor does it reflect transfers from the endowment for capital expenditures.

Century Bank sent Steve an email indicating the application for PPP loan forgiveness will arrive in mid-September. It was noted that the PPP funds are not subject to Fair Share.

All documents requested from the auditor have been provided and the audit should be completed by mid-September.

In discussion, it was noted that expenses related to re-opening the Parish for services would not be capitalized unless it was a 'big ticket' item such as a filtration system for the heating and air conditioning system or the equipment necessary to live-stream services.

- **Junior Warden's Report – Paul D'Arcy**

Paul presented an update on ongoing projects. The Sacristy project is almost completed with only electrical and lighting work remaining. Of the \$190K budgeted for capital projects, an unexpended balance of \$66K remains. The unexpended balance reflects the \$30K contribution towards the audio/visual project.

- **Senior Warden's Report – Guy Gronquist**

Guy reported that the Women's Guild has received the terms and conditions for purchase of a website which appear fairly standard: they will go forward with implementing the site for use later in the year. The draw from the endowment is being finalized for Mission & Outreach and Women's Guild grants. Guy also reported that total ZOOM attendance for the Daily Offices has reached 3,110. A special meeting of the Diocesan Convention will take place on September 19<sup>th</sup> for the sole purpose of authorizing virtual attendance and voting for the regular Convention scheduled for October 28th through 31st. Diocesan by-laws require in-person voting.

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

The Diocese approved the plans for reopening Holy Faith for service. Fr. Robin presented the guidelines that will be followed for the two planned Sunday services: a spoken service at 8:30 and an 11:00 service with a cantor. Reservations must be made prior to attending, all worshipers over the age of three must wear a mask, and everyone must agree to a liability waiver. Attendance is limited to 48 worshipers. The anticipated date for re-opening is September 27<sup>th</sup>. Guy moved, and Charles C seconded that the re-opening plans be adopted. *Carried unanimously.*

Janet McCrosky is coordinating children and youth education at least through the end of the year. A ZOOM Children's Chapel will be scheduled Sundays at 8:30 for younger children and a 9:45 Sunday School for older children. The number of children who have participated in the ZOOM Children's Chapel has been increasing and it's expected that the number of attendees may reach 25 by the end of the year.

Adult forums will continue via ZOOM.

October 4<sup>th</sup> is the Feast of St. Francis and creative approaches are being considered for the blessing of pets.

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

Fr. Jim reported that the last adult forum via ZOOM was well attended with 28 participants. Another forum is planned for the first Sunday in September.

- **Other Business – Steven Berkshire**

Steven reported that the Education for Ministry series originally planned for this Fall is being reconsidered for January 2021.

Leslea moved, and Dan seconded, that there being no further business, the Vestry adjourn.  
*Carried unanimously.*

Following prayer, Fr. Robin closed the meeting at 6:22 PM.

*Respectfully submitted,*

*Charles Rountree*