



St. Timothy's Vestry Minutes

May 4, 2021 (virtual meeting via Zoom)

Vestry Minutes taken by Katharine Wells, Clerk of the Vestry

Present: Pastor Stephanie Kopsch (Interim Rector), Mother Lauren Grubaugh (Associate Rector), Shawn Murphy (Senior Warden), Bob Fullerton (Junior Warden), Dennis Haugh (Treasurer), Dominic Dezzutti, Tim Mills, Victoria Parker, Ann Pontius, Jennifer Saldanha, Marie Schrieffer, Katharine Wells

Absent: Jessica Ross, Neil Scarlett

Spiritual Reflection

6:30 p.m. – Pastor Stephanie led a spiritual reflection. She read a passage about Elijah. She asked the group to reflect and share, “How do we experience God right now? And what do we do next?”

Called to Order & Agenda Review

7:00 p.m. – Shawn called the meeting to order. A quorum was present. No adjustments were made to the agenda.

Approval of Minutes

7:01 p.m. – For the minutes from the April meeting, Katharine noted two changes received via email. Shane’s title was corrected to “Audio/Visual Consultant,” and the internet provided was corrected to “CenturyLink.” Ann moved to approve the minutes as corrected, and Victoria seconded. Approval was unanimous, with one abstention.

Treasurer's Report

7:02 p.m. – In advance of the meeting, Dennis shared a memo along with the monthly financial statement documents. He noted they are in the process of hiring a new Finance Administrator, since Dana VanBreemen recently resigned. There are two interviews scheduled this week, and he hopes to have in-person, onsite interviews within a few weeks. Dana will continue to work on a limited basis through the end of May. She is currently training Dennis in case he needs to step in before the new Finance Administrator begins.

Dennis noted that upon discussion with the Diocese, we will need to complete an audit this year. Dennis will work to secure an auditor soon.

Clergy and Warden Reports

7:05 p.m. – Pastor Stephanie emailed a written report in advance of the meeting. Pastor Stephanie highlighted the Stations of the Cross that are coming to St. Tim’s from the Colorado Haiti Project. These were funded by a special donation by the late George McGeary. She asked if any members of the Vestry had context to share on this new Stations of the Cross or the current Stations of the Cross hanging in the Sanctuary. Ann offered that she could ask Simon Caddick about the current ones. Mother Lauren mentioned that Mickey Jackson knows the history of the current ones. Mother Lauren volunteered to look in prior Vestry minutes to see if there were notes about where the new Stations of the Cross had been planned to be displayed.

The group discussed the letter Pastor Stephanie drafted on behalf of the staff to inform the congregation that when the weather is inclement, the Sunday morning outdoor worship would be moved indoors. The draft letter also noted that a weekday service would begin during the summer that would be held in-person, indoors. The group asked questions to understand why we are allowing in-person, indoors worship sometimes but not for on-going Sunday morning worship. Ann offered that all the safety precautions for indoor worship are in place,

including the new air purifiers. The group discussed various considerations for returning to in-person, indoor worship for Sunday mornings. Discussion topics included: members that are not comfortable returning in-person, either indoors or at all; the technical set up logistics for outdoor services, which take about three-hours for Adam each Sunday morning; children/youth who are not yet eligible to be vaccinated; the school year being only a few weeks away from concluding; congregational singing not yet being permitted during indoor services; the concern for attrition of our fellow St. Tim's members.

The Vestry shared they are sensing that the congregation wants to get back to worshipping together indoors in our Sanctuary. At the conclusion of the extensive discussion, Dominic moved to authorize the staff to resume in-person, indoor worship on Sunday June 13, and the Vestry will send a letter to inform the Parish. Ann seconded, and approval was unanimous.

8:01 p.m. – Mother Lauren emailed a written report in advance of the meeting, which reminded the group that she was hired as our Associate Rector to focus on discipleship and formation across generations. She asked the Vestry “to prayerfully consider what shape faith formation ought to take in the life of St. Tim's at this time.” She noted she would like direction for how to prioritize the spiritual wellbeing of our congregation at this time.

8:04 p.m. – Shawn emailed his Sr. Warden's report in advance of the meeting. He highlighted the brief homework for the Vestry Retreat in May. The group asked if we could consider meeting in-person for the retreat.

8:06 p.m. – Bob emailed his Jr. Warden's report in advance of the meeting. From the report, he noted it is disappointing that Sam Lundgren and family are moving on from St. Tim's. Bob shared that we need someone to lead the Property Committee, since he is in the Jr. Warden role to focus on the Rector search and strategy. We need someone else to focus on Building and Grounds. There is no obvious person to fill this role. Bob asked the Vestry to consider if there is anyone we might know.

Rector Search Report

8:08 p.m. – Bob emailed a Profile Committee Report in advance of the meeting. He noted that as of Friday, April 30, we have received 109 responses to the parish-wide survey, called the Congregational Assessment Tool. There will be an announcement in the e-newsletter about taking the survey, which closes on May 10.

The Profile Committee is planning the logistics for the cottage meetings, including hosting some in-person and some virtual. Bob explained we will take a little time after the survey closes to review and discuss the results before hosting the cottage meetings.

New Business

8:12 p.m. – *Office Administrator Position*: Shawn noted that Dennis emailed a report detailing the specific needs for office support and the job description for the Office Administrator position. His report also included an update on the financial implications of hiring the Office Administrator position this year. Dennis now forecasts the full-year deficit to be around \$42,000. This forecast accounts for the lower-than-budgeted costs of the A/V Consultant position, and it assumes the forgiveness of our PPP loan. He noted the deficit in the 2021 approved budget is around \$91,000. Dominic moved to approve the Office Administrator job description as presented and authorized the budget associated with bringing on an Office Administrator. Tim seconded, and approval was unanimous.

8:14 p.m. – *Backflow Preventor*: In his written report, Bob included information about the need to install a testable backflow preventer, as required by Denver Water. He also shared two bids for completing the work. Tim moved to accept the Landgraf bid to install the backflow preventer and accept the Finance Committee's recommendation regarding the bids. Marie seconded, and approval was unanimous.

Vestry Retreat Group Reports

8:17 p.m. – none

Calendar Review

8:17 p.m. – Shawn reviewed the upcoming calendar items.

- Vestry Retreat on May 21-22: Friday from 6:00-8:00pm; Saturday from 8:00am-11:00am.
- Vestry Meeting on June 1

Next Meeting

The next meeting of the Vestry will be Tuesday, June 1, 2021 at 6:30 p.m.

Adjourn

Dennis offered a closing prayer.

There not being any additional business, Ann moved, and Dominic seconded the motion to adjourn at 8:22 p.m.
Approval was unanimous.

Respectfully Submitted,

Katharine Wells

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Clerk of the Vestry