



SAINT JOHN'S CATHEDRAL

Vestry Meeting Minutes

September 18, 2017

Held at Saint John's Cathedral

Attendees: Jennifer Allen, Neil Burris, Leo Carosella, Amy Davis, Jack Denman, Leigh Grinstead, Tom Keyse, Mary Frances Kelley, Ned Rule, Jane Schumaker, Elizabeth Springer, Michael Vente, Don Wood, Becky Beall-Moore, Richard Lawson, Katie Pearson

Absent: David Barr, Kathleen DeMars, Suni Devitt

Call to Order: 6:05pm

Tom called the meeting to order. Dean Lawson led the group in an opening prayer. The vestry members discussed the changing season and events changing in their lives.

Summary of actions taken:

- Approved the sale of the Madison Street house for a reasonable listing price and any reasonable repair/staging costs
- Approved Personnel Committee charter
- Established the Personnel Committee as a Standing Committee under Section 6.1(a) of the Cathedral Bylaws
- Approved of Minutes from August 22, 2017 Vestry Meeting
- Approved of Minutes from August 22, 2017 Vestry Executive Session
- Approved of Minutes from August 22, 2017 Clarkson Corporation Meeting (action taken as Clarkson Corporation Board of Directors)

Action Items

Renew approval of sale of Madison Street house with proceeds to be deposited to the Endowment Fund (Becky Beall-Moore/Suni Devitt/Leo Carosella)

Tom explained the decision made in June 2016 to approve the sale of the Madison Street house. The sale was approved last year but Tom encouraged the vestry to reaffirm the approval and approve expenditures for necessary repairs and staging. Leo explained some of the repairs but said that the house was in very good shape. However, some gardening and painting is necessary before it goes on the market. Leo hoped that some of those modifications would showcase the good condition of the house. He said that an inspection would be done before it was put on the market. Leo said some testing would be done for radon as well as checking the condition of the electrical system and pipes. The cost could be a few thousand dollars and would be taken from the sale of the house. Leo said the listing price will likely be around \$800,000.

Tom asked for a motion approving the sale of the Madison Street house for a reasonable listing price and any reasonable repair/staging costs. Leigh made the motion. Neil seconded the motion. The motion was approved. Tom thanked Leo and Suni for their work on this project.



SAINT JOHN'S CATHEDRAL

Approve Personnel Committee Charter (Jane Schumaker)

Jane outlined the charter for the Personnel Committee. The committee looked at charters from other committees as well as a version provided by former Interim Dean Ron Pogue and incorporated various elements from those sources. Jane said the charter reflected some of the tasks the Personnel Committee has taken on over the past few years. She encouraged a vestry member from each year's class to be on the committee. She felt this would provide continuity to the committee and to the vestry.

During this time, Dean Lawson also outlined the new titles and roles for Becky and Michelle. Becky will continue to serve on the Personnel Committee. Amy made a motion to approve the Personnel Committee charter. Elizabeth seconded the motion. The motion was approved.

Establish Personnel Committee as a Standing Committee under Section 6.1(a) of the Cathedral Bylaws (Tom Keyse)

Tom explained that this item would make the Personnel Committee a Standing Committee instead of an ad-hoc committee. He said the committee did extremely important work for the Cathedral. Tom made the motion. Leigh seconded the motion. The motion was approved.

Discussion

No items were planned for discussion. Discussion of various items will take place at the vestry retreat (September 22-23, 2017).

Information

Dean's Report (Richard Lawson)

Dean Lawson outlined some staff and volunteer updates. He explained the changes to the welcome and integration coordinator position. The change would eliminate that position and responsibilities related to follow-up with visitors would be reallocated to Michelle and Dean Lawson. Mother Katie will manage the welcome center volunteers. Father Broderick and Audrey will manage coffee hours and other logistical tasks. John will work with youth and Christian education. Dean Lawson hoped these changes would streamline some operations. Dean Lawson thanked Becky and Michelle for all their help and input in these changes.

Dean Lawson said that Audrey is now permanent staff at the Cathedral. She will be the liaison to the stewardship committee. One third of her time will go towards supporting Mother Katie, one third of her time will go towards supporting Father Broderick, and one third of her time will support stewardship. She will also help support the welcome center.

Dean Lawson asked the vestry members to sign an Endorsement for Ordination to the Priesthood letter to the bishop of the Diocese of Central Pennsylvania for Mother Katie's ordination. All vestry members present gladly signed the letter.

Dean Lawson also said that Father Broderick will start at the Cathedral in mid-October. Installation of all new members of the clergy will take place on Sunday, October 29th. All



SAINT JOHN'S CATHEDRAL

services on that day will be rescheduled for one service at 10am. Bishop O'Neill will preside over the installation.

Dean Lawson said the administration was still working on figuring out some needs regarding facilities and staffing. He hoped that the new hours for the Cathedral would enable staff and volunteers to make existing events bigger and better. Dean Lawson thanked all the volunteers and commended them for all the work they do at the Cathedral. He was very excited for the start of the programming year including the Dean's forums on Sundays and the programs on Wednesday evenings. Elizabeth asked what more could be done to make Sundays, Wednesdays, funerals, and other special events better. Dean Lawson said that he hoped more focus on facilities and staff would make those events better and more streamlined.

Dean Lawson also explained that for future vestry meetings the clergy and Becky will attend. Other staff will not be expected to attend the vestry meeting and they will provide written reports instead.

Clergy/Staff Reports

Mother Katie said that she has visited Bert Womack several times and that he seems to be doing much better. She also informed the vestry that Virginia Pine, Carolyn Carter, and Lois Bell had recently passed away.

Mother Katie also said that the Director of Christian Formation position was posted on the diocesan website. She said the job description was similar to Kim McPherson's former position. The job description better clarifies the roles and responsibilities. It also adds responsibilities regarding adult formation. The new director will report to the canon pastor instead of the dean. She hoped this new structure would allow for a more collaborative approach. Don asked what plans would be made to reach middle and high school students. Dean Lawson said that John would support youth formation but said that the new Director of Christian Formation would help inform plans going forward. Elizabeth said that some of the volunteers could help engage youth.

Don also asked if the 9am service could be customized to be more of a children/youth oriented service. Dean Lawson said that the 9am service was the largest service on Sunday mornings and, due to the size, needed to reach many different groups. Don encouraged the clergy to think about ways to modify services to better reach the parishioners in attendance. Amy and Elizabeth said that there were plans to encourage the youth to attend the Wilderness with formation before the service and dinner after the service.

Senior Warden's Report (Wartburg) (Tom Keyse)

Tom discussed the meeting to take place on September 19th with representatives from Wartburg College. Don, Becky, and Ray Stranske will also be in attendance. This meeting is a follow up to the meeting last month. Tom said that everyone agreed that the Kimberly location was ideal but the building needs upgrades. The meeting will help to figure out next steps and needs and commitments on both sides. The lease with Wartburg College ends on April 30, 2018 but Wartburg needs to give notice to the Cathedral in October if they plan to continue the



SAINT JOHN'S CATHEDRAL

lease. Becky said there were no official cost estimate for the repairs but up to \$300,000 is needed to address the water issues. She hoped to have some estimates after the meeting.

Junior Warden's Report (Vestry retreat update) (Amy Davis)

Amy and Dean Lawson outlined the agenda for the Vestry retreat weekend. Amy said that Jane, Kathleen, Suni, and Mary Frances were not able to attend. Another retreat will be held February 2nd – 4th. In the past, clergy and senior staff have attended the February retreat and left early to be at the Cathedral for Sunday morning.

Amy also said that the retreats committee had met and has lots of ideas for next year including a winter retreat in Denver for adults. The women's retreat is in its planning stages and is scheduled for March 9th – 11th. Tom said there was also interest in a men's retreat.

Applications for the grants committee are due at the end of October.

Regarding Faith in Action (FIA), Amy said that a meeting was held with Bishop O'Neill, Dean Lawson, and Tom Keyse. This group discussed the "big picture" for FIA and its potential. Recommendations for FIA will be held during the vestry's October meeting.

Amy is working on organizing the 9 Health Fair. Roz Greene and Linda Paysinger are the co-chairs of that group. They are looking for volunteers. Amy also said that there were many new visitors in their 20s and 30s. Amy will work with Michael to plan a social gathering.

Treasurer's/Director of Finance and Administration's Report (including updates on Finance Committee, 2018 budget, building closure times and abandoned property guidelines) (Becky Beall-Moore)

Becky outlined the financials for August. She said there was nothing too extraordinary in the statements but August pledges are unfavorable to current budget. She also said that the Cathedral is very close to being on budget for the year. She underscored the need for parishioners to complete their pledges for the year. Becky said that payments have been made for the outside north arch and inside masonry. Workers will also be putting in a trench drain to deal with water runoff around All Souls Walk.

Becky is also working to extrapolate the salary and benefit plan for next year. She expects at least a 6.5% health and benefit increases next year. These costs will total \$70,000 more for 2018. She will provide the vestry with a draft budget in November and a final budget in December.

Becky outlined the recent change in Cathedral hours. The building will be closed at 4:30pm Thursdays and Fridays except for concerts or music department needs. No events will be held on Saturdays. All liturgical needs will still be accommodated. The changes to hours will not impact weddings and funerals. Becky also outlined the new abandoned property guidelines which state that facilities staff will handle abandoned property with police if necessary. This policy codifies current practice.



SAINT JOHN'S CATHEDRAL

Stewardship Report (Ned Rule)

Ned thanked everyone for their participation in the stewardship campaign kick-off. The team has a goal of \$1,350,000. This number was set with Dean Lawson's and stewardship team input. He felt great momentum for the campaign. Dean Lawson said that the campaign may go into January if needed.

Personnel Committee Report (Jane Schumaker)

Jane briefly outlined the Personnel Committee report in the vestry packet. She said the committee conducted four exit interviews during the summer. The committee identified some common themes and will share those with the vestry.

Buildings & Grounds Committee Report (Don Wood)

Becky updated the vestry on several projects. Masonry cleaning in the narthex is complete with Nave wall ongoing. Work continues on the electrical and lighting systems. The elevator modernization work being is being handled. Regarding the possible mold in the basement, no report has been provided yet but there are potentially many needed projects downstairs.

Don explained the current projects list. He noted that the list did not have costs or return on investment analyses. He also noted Suni's list which captured a snapshot of critical projects. He hoped to develop a planning document with 5 year horizon for projects. The committee will verify projects on the list and add to the list projects that need to be addressed. He hoped that the prioritized list will provide year by year plans. He said that there is currently at least a \$2.3 million critical need for projects. He also said that approximately \$400,000 is needed per year for on-going cost for capital projects.

FIA and Pastoral Care Commission Updates (Amy Davis/David Barr)

Amy did not have any additional comments to add (see junior warder report above). Tom said the discussions were very positive and on-going.

Christian Formation Transition Plan Update (Jennifer Allen)

Jennifer shared the many new materials used to advertise new programming year. She also noted that there will be a Godly Play training at the Cathedral soon. She said that many rooms and storage areas needed to be cleaned and reorganized. She may schedule a work day to help with these projects. She said the youth room was painted and broken furniture has been removed. She also said that the ping pong table needed to be replaced.

Cathedral Learning Garden Update (Elizabeth Springer)

Elizabeth met with the city to make sure all monies for the project will be spent by the end of year. She said only a few thousand dollars remained. Work is still on-going for the fence. The timeline will have the fence completed by mid-November. Some additional work days will also be held which will include some planting and landscaping. She will also continue to have conversations with Dean Lawson and Metro Caring regarding the working garden MOU.

Saint John's Day Report (Michael Vente)



SAINT JOHN'S CATHEDRAL

Michael said that Saint John's Day went well this year. All attendees enjoyed the tacos from Torchy's. 500 tacos were ordered and only a few remained by the end of the morning. Additionally, the ministry fair was well received. Michael received many names and emails of new visitors in the 20s and 30s. Michael thanked John for all his help and support.

Michael also said he will be planning a 20s and 30s social hour soon as well as another Big Pride Brunch.

Consent Agenda

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Adjourn to Executive Session: 8:41pm

Mother Katie provided the closing prayer.