

**St. Paul's Episcopal Church
Cary, North Carolina
Vestry Minutes
May 18, 2020**

Mission Statement: *Acknowledging that all gifts come from God, the mission of St. Paul's Church is to know Christ and make Christ known.*

Identity Statement

St. Paul's Episcopal Church in Cary is home to an active, caring and diverse congregation of the Episcopal Diocese of North Carolina. Through corporate worship, spiritual development, fellowship and service we continue to grow together in faith. We strive to be Christ's welcoming, reconciling and transforming presence in the world through our many and varied ministries.

Call to Order

The Rev. George Adamik, Rector, called the regular monthly meeting of the vestry of St. Paul's Episcopal Church to order via Zoom at 7:00 p.m. on Monday, May 18, 2020. The following members of the vestry were present: Vicki Bradley, Kay Burgess, Tyrus Cohan, Sara Concini, Andrea Johnson, Mary Kintz, Francine Pearce, and Allan Thunes. Nicole Gatchalian, Frank Laney, and Christa Magee were absent. Also present were John Goehrke, Treasurer; and Lanny Wase, Clerk.

Formation

Mary Kintz opened the meeting with a prayer.

Information

Discussion

1. Diocesan Protocols/St. Paul's Plans: The latest, very thorough and complete diocesan protocols were released on May 15. They were emailed to vestry members and are posted on the St. Paul's website. The current guidelines will remain in place until at least July 1. Each congregation is asked to prepare and submit a detailed plan for Stage Two by June 15. George Adamik has created two committees to address these plans. One will deal with worship, liturgical, pastoral, and sacramental concerns. This committee will include George, Javier Almendárez-Bautista, Candy Snively, Rusty McKinney, and Brian Rudy. The second committee will deal with building usage, office protocols, and other facility concerns. This group will include Margie Best, Dan Loughlin, staff members, Allan Thunes, and Lanny Wase. Although the committees are separate, their work will overlap, and they will need to work together. Stage Two will begin when rates of new cases, hospitalizations and deaths are declining. In this stage, small indoor worship services may be held with social distancing and not exceeding 25 people. However for larger churches, such as St. Paul's, this is not a feasible option. Live streaming will continue, both in the near future and even beyond. While St. Paul's protocols will be guided by federal, state, and local authorities, diocesan directives will be our ultimate guide. The health, safety and well-being of all our parishioners will always be the most important consideration in any decisions that are made.

Live streaming has been very well received, but additional equipment is needed to make the videos more interesting and effective. This will be a good investment for the future, since live streaming will continue even after this current crisis. Currently, there is one camera on a tripod at the back of the church. The new plan calls for three cameras – two at the back and one high above the altar. This overhead camera can focus on the altar to ensure privacy when people come forward for communion in the future. Brian Rudy has found this equipment for a cost of approximately \$7,000 and will be able to install it himself. Mary Kintz made a motion to approve purchasing this live streaming equipment as recommended by Brian Rudy using funds from the reserves for capital improvements according to guidelines set up for capital expenses. Vicki Bradley seconded the motion, and it was approved by unanimous voice vote.

2. Renovation Update: Mary Kintz made a video, which is on the website and Facebook, showing items have been removed from the Education Building and stored in the Chapel. All the lighter weight items have put in the Chapel, on rows for easy access. A moving company will be hired to move the larger items to the Chapel, such as furniture, freezers, cabinets, and desks. This should cost less than \$500, and no additional storage pods will be needed. Approximately \$450 has been spent so far on boxes and tape.

Currently, we are awaiting decisions on fire safety evaluations. It's possible that a new alarm system will be sufficient, rather than a sprinkler system. The alarm would add approximately \$25,000 to building costs. A sprinkler system would add approximately \$75,000. We are awaiting decisions and permitting from the Town of Cary. This has delayed the start of the renovations. It's possible construction might not begin until the end of June, which puts added pressure on completing the work by the projected start date of the Preschool. The wardens are making sure all parties are aware of the implications of missing this completion date and will do what they can to communicate any delays.

3. ONE Wake: George Adamik reported that last week ONE Wake members delivered to Wake County Commissioners 753 public comments in support of two proposals: the House Wake Strategic Plan (roughly \$2 million for homeless services) and the creation of a rental housing assistance fund (\$5 million for rent and utility bills). The Commissioners passed the first plan unanimously and deferred the decision on the second proposal to their next meeting. On Monday 18, ONE Wake held a Zoom press conference in support of the second proposal concerning the need for a rental housing assistance fund. Approximately 168 were present for this Zoom conference, including several from St. Paul's. Javier was one of the main presenters.

4. Duke Summer Placement: George Adamik reported that Zack Rugen will be doing a summer placement with St. Paul's through a program with Duke Divinity School. It will be for 40 hours/week and will run from May 31 through August 9. During this time, Zack will continue as Youth Coordinator, as well as assuming other responsibilities with worship, preaching, pastoral care, ONE Wake, and St. Paul's Cares – especially in the area of Care for Creation. George will be his supervisor. Duke is affiliated with the Methodist Church. Since St. Paul's is an Episcopal Church, we will not qualify for a Duke stipend for Zack's summer placement. However, in addition to the \$2,000 budgeted for Youth Coordinator, St. Paul's Cares will also contribute \$5,000.

5. Preschool End of Year Celebration: The end of the Preschool year is typically marked with a large group celebration which is not possible this year. Brooke Bowersox and Laura Gorman have coordinated a way to conclude the year with teachers and families safely saying their farewells. On May 19, 20, and 21, tables will be set up in front of the church. Preschool teachers will be there with something special for each child. Parents and children will drive up in cars, and parents will get out to receive the item for their child from the table. Children and teachers will wave, but children will remain in their cars. George Adamik plans to be present for part of the time, with Javier also making an appearance one day.

6. Greenway: Phase III of the Higgins Greenway will start where the greenway currently ends at Union Street and will connect to downtown Cary and surrounding neighborhoods. Currently, they are acquiring property for building this greenway, and this requires access across St. Paul's property. Mary Kintz and Melanie Fairbrother walked the property line with surveyors. The area to be acquired by the Town was measured and sent to appraisers for valuation, which resulted in a 121-page document. The amount to be paid to St. Paul's from the Town of Cary for taking this easement is \$158,700. They will send us a formal offer letter, and George Adamik will contact the Diocesan Standing Committee for their approval.

7. Elephants: Mary Kintz highlighted the many St. Paul's activities that are continuing, as well as new endeavors. One new program is distributing meals to help feed hungry children, an effort which is spearheaded by Katie Bricio. George Adamik reported that all new hiring is on hold, but that excellent candidates are applying.

Decisions

1. Treasurer's Report: Treasurer John Goehrke reviewed the April financial report, noting that it had been a good month. Total income of \$86,793 was unfavorable to budget for the month by (\$559) and favorable year to date by \$16,176. Total expenses of \$76,724 were favorable to budget for the month by \$15,090 and favorable year to date by \$22,874. Net income of \$10,069 was favorable to budget by \$14,531 for the month and net income year to date of \$143,825 was favorable by \$39,050. From the Payroll Protection Plan loan, \$19,799 was applied to expenses. Month end total cash was \$1,425,518. Of this amount, \$1,144,396 is earmarked for restricted funds. There was \$232,244 in operating cash. The balance in the Capital Campaign Fund was \$841,872. The Property and Maintenance Fund balance was \$10,017.

Kay Burgess made a motion to file the April 2020 Treasurer's Report. Allan Tunes seconded the motion, and it was passed by unanimous voice vote. The April 2020 Treasurer's Report, Balance Sheet Summary, and Profit and Loss Summary are hereby incorporated as part of these minutes.

2. Review of Minutes: Andrea Johnson made a motion to approve the minutes of April 20, 2020, as written. Vicki Bradley seconded, and the motion was passed by unanimous voice vote.

3. Action Register Review: There were no active items on the Action Register. Vestry members were reminded to continue their parish phone calls if they had not been completed.

Adjournment

Mary Kintz made a motion to adjourn, and Francine Pearce seconded. The meeting closed with the Lord's Prayer at 8:40 p.m.

Respectfully submitted,

Lanny Wase
Clerk of the Vestry