

**Episcopal Church of the Incarnation
June 22, 2021 – Regular Vestry Meeting**

Location: Farlander Hall

Minutes

Attendees: Allan Bolchazy, Bo Simons, Connie Sinclair, Diane Schoenrock, Inese Heinzl, Judy Velasquez, Kathleen Robarts, Michael Del Vecchio, Patrick Lancaster, Sara Joslyn, Signe Sugiyama, Steven Layton; Stephen Shaver, Rector; David Jasper, Treasurer; Kathleen Kane, Clerk.

Absent: None.

Guests: None.

Call to Order: Stephen S called the meeting to order at 6:32 pm.

Opening Prayers: Chaplain Kathleen R offered an opening prayer.

Collective check-in: Steven L, Diane, Bo, Patrick, Allan, Michael, and Sara each gave a brief personal check-in.

Consent agenda:

Approval of May minutes: Minutes of the May 25, 2021 vestry meeting were approved as written. (*Motion approved unanimously.*)

Reflecting on being together and on regathering: Since this was the vestry's first in-person meeting since February 2020, all shared their observations about some of the things that have and haven't changed since February 2020 in the church, the world, and their personal lives.

Rectory/Stephen's Letter of Agreement update: The vestry discussed adding language to Stephen S's Letter of Agreement (LoA) to add flexibility regarding the provision of housing in the rectory as a component of compensation. David reviewed an analysis of potential options if the rectory is not used by the Rector, including leasing it out and selling it. No decision for a specific option was made at this time; the topic will be revisited if and when the rectory is vacated. The vestry approved a motion to add the following addendum to Appendix B of the LoA. This revision must also be approved by Bishop Megan.

“In the event the Rector elects an alternate housing situation, he will give the Vestry notice of at least one month before vacating the Rectory. After the Rectory is vacated, the Rector's salary will be adjusted to a proportionate level based on the “No Housing Provided” column in the Diocesan Range Sheet. The amount of the adjustment will be designated as Housing

Allowance for the year.” (*Moved: Sara. Seconded: Kathleen R. Motion approved unanimously.*)

Follow-up on discussion on Daphne sabbatical: Stephen S noted that approval of a sabbatical for Daphne’s position (Director of Spiritual Formation / St. Andrew’s Food Program Manager) falls within his discretion as Rector, and he is seeking the vestry’s input. He reviewed his thinking about how this position is distinguished from other Incarnation staff in terms of meriting a sabbatical, including: 1) the scope of work is broad: leading the youth group, supervising nursery and Godly Play staff, overseeing the Numina re-launch, leading adult study groups, chairing the Spiritual Formation Committee, and acting as point-person for special events including the Harvest Party, Advent Festival, pancakes at Mardi Gras, and Christmas Pageant; 2) the position can be characterized as filling a pastoral role; 3) Daphne has been working as a partner and confidante for Stephen, which are functions similar to an Associate Rector (although without preaching or celebrating the Eucharist); and 4) Stephen and Daphne are also discussing ways in which her role may be changed in some areas, which would lead to her performing more oversight rather than hands-on work.

Stephen also clarified how a sabbatical is different from a vacation. A sabbatical should include rest and refreshment, but it also has a purpose of deep learning, gaining of abilities and skills, and growing personal reserves to improve the person’s ministry upon their return.

While Daphne requested the sabbatical to run from September through December, Stephen has requested a delayed start of October or November so that she would be available to help with the busy start-up of the new program year.

Vestry members expressed support for the sabbatical, and noted 1) the need to clearly express to the congregation the scope of Daphne’s role and the purpose of the sabbatical; 2) the desire to have written sabbatical goals and accomplishment reporting; and 3) the desire to have stats / metrics of Daphne’s work related to youth ministry activities.

Buildings & Grounds Update:

Celebration of church sign – The new sign is done and wonderful! Big thanks to Jan Hicks.

Update on roof progress – Allan reported that the contractor, Rodarmel, expects all PVC roofing and perimeter metal to be done by Friday 6/25/2021. There was a significant amount of unexpected dry rot, particularly over the Sexton’s apartment, which required more extensive repairs. Rodarmel also provided a couple of new features that will be helpful in future. Because the large furnace in the hospitality room would require removal by crane if it needs to be replaced, he created a small, isolated section of roofing over the hospitality

room that could be more easily opened up and repaired. He also added a roof hatch inside the attic to eliminate the need to access the roof from exterior ladders. Solar installation is expected to begin in August. The tree work will begin soon. Looking forward, the B&G Committee is getting bids for replacing shingles on mansard roofs in the quad.

Any update on courtyard bathrooms – Diane reported that work is in progress.

Development Committee Check-in - Michael noted that he is the point person for the annual stewardship campaign and Judy is leading up the solar fundraising campaign. People who are interested in helping with the annual campaign should let Michael know. Michael is welcoming ideas regarding the theme and parish-wide events for the annual campaign.

Finance Update:

Treasurer's Report – David presented the May Summary Financial Report as an information item.

Investment Policy review & decision – David asked for questions on the revised Investment Policy, which the Finance Committee recommended for vestry approval. After discussion, the vestry voted to adopt the new Investment Policy. (*Finance Committee recommendation to adopt policy approved unanimously.*)

David also noted that the Finance Committee is currently comprised of David, Steven L, Stephen Little, and Ben Stewart, with John Nykamp serving in a resource capacity as paid bookkeeper for the church. The Committee lost one member this year and is now one short for the ideal number. Interested people, who may or may not be vestry members, should let David know.

First discussion of two ideas:

1) **Expanding hours of campus security** – Allan reported that the Sunday Open Table (SOT) security guard position now runs from 6-8 am and has become difficult to fill. He believes that changing the position for a uniformed security officer to be on-site for longer hours, perhaps from 6 am – noon, would be more attractive to qualified people and would help with maintaining order at hospitality events that are now beginning to happen again. Such a position would need to be budgeted between the SOT and church operating budget. A dollar amount has not yet been determined. Prior to the COVID shut-down, some parishioners expressed concerns about feeling unsafe on campus on Sunday mornings. Now that we're re-opening, this issue seems to be arising again. Stephen S noted that we welcome everyone; we don't police people – we need to police

behaviors. We also need clarity around what portions of the campus are open to the public at various times during Sundays.

2) Investment in children's ministries – Stephen S explained that he sees Incarnation's children's ministries as "starting from zero." In the past, Godly Play operated during the first half of service, but we no longer have enough trained Godly Play teachers to go back to that scenario. While all children are welcome at services, parents often yearn for quiet time in church and want something separate for their children to worship and learn in an age-appropriate way. Stephen suggests creating a children's chapel program, where children start in church and then leave for chapel, which would expose them to scripture and prayer. This would require people to lead it, which could be volunteers; however, a paid person could be more consistent in being present, accountable, and reliable, which would help at least in the start-up phase. Stephen noted that we could hire a part-time person for \$100/week to fill this role, or we could think bigger to grow our children's programs. Perhaps by investing more up-front, we would realize a greater benefit. Stephen suggests using a portion of the \$40,000 remaining in the Congregational Development Grant to hire someone to fill a new children's ministry position in July/August 2021. This fund provides "one-time" money, so this would be a pilot project to jumpstart and assess the effort. If the position is continued after the first year, it would have to be funded through the operating budget. Stephen stressed the importance of finding the right person for this work. The vestry voted to approve use of up to \$10,000-\$20,000 from the Congregational Development Fund for creating the job description, recruiting, interviewing, and hiring possible candidates for this position for one year. (*Motion: Judy. Second: Connie. Motion approved unanimously.*)

Baptismal font update: Vestry members viewed a small model of the new font. No decision needed tonight.

Midyear retreat preview: The vestry retreat will be on Sat., July 24, 9 am – 3 pm at Incarnation. Betsey Monnot, Priest-in-Charge at St. Clement's Church in Rancho Cordova, will facilitate. The wardens and Stephen S will be in touch with vestry members regarding possible pre-work.

Closing: Chaplain Connie offered a closing prayer.

Meeting adjourned: 8:52 pm

Next monthly meeting of the vestry to be held on July 24, 2021 at 9 am.

Respectfully submitted,
Kathleen Kane, Clerk