

**Episcopal Church of the Incarnation  
June 28, 2022 – Regular Vestry Meeting**

**Location: Short Hall**

**Minutes**

**Attendees:** Allan Bolchazy, Connie Sinclair, Kathleen Baumgardner, Linelle Lane, Lois Phillips, Patrick Lancaster, Stephen Little, Steven Layton; Stephen Shaver, Rector; David Jasper, Treasurer; Kathleen Kane, Clerk.

**Absent:** Bo Simons, Mark Sawdon, Michael Del Vecchio, Sara Joslyn.

**Guests:** None

**Gathering; opening prayer; check-in:**

- **Call to Order:** Stephen S. called the meeting to order at 6:32 pm.
- **Opening Prayers:** Chaplain Lois offered an opening prayer.
- **Check-in:** Connie, Stephen Little, Allan, Lois, David, Linelle, Patrick, Steven Layton, Kathleen K, and Stephen S gave brief personal check-ins.

**Reflection: June highlights / looking back:**

- Pride parade participation was wonderful.
  - Ideas for “all are welcome” banners and pride flags for front of church.
  - Ideas for next year’s pride event.
- End of choir year and music discernment process.
- Windows@Incarnation installation in Jerusalem Courtyard.

**Consent agenda:**

- **Approval of April and May minutes:** Minutes of the April 26, 2022, and the May 24, 2022, vestry meeting were approved as written. (*Approved unanimously.*)

**Treasurer’s Monthly Report:** David presented the May Summary Financial Report as an information item and responded to questions from vestry members.

**Committee Reports:**

- **Outreach Grants:** Kathleen B provided a written report and noted further that the Committee will be working to refine their mission statement due to a reduced level of available funds. They are holding off on re-connecting with

groups that were funded before the pandemic until they complete their mission discussions.

- **Buildings & Grounds:** Allan provided a written report. He added that corrections were made to the documents for the solar connection with PG&E and the system should be fully functional soon. The church campus has been re-keyed, and the Committee is considering other ways to enhance site security. The vestry discussed some potential safety measures.

**Music discernment process and music director search:** Stephen S discussed the music discernment team's decision to move to a staffing structure with a single combined organist / choir director. The resulting position can be more substantial in terms of hours. One music employee is also expected to result in a more cohesive music program. The base salary range will be \$32,000 - \$40,000 per year, plus pro-rated benefits, for a 20-hour per week position. Recruitment will begin this week. We will also need to plan ways to thank and honor both Mary Kennaugh and Robert Young, whose current positions will be ending at the end of August.

**Personnel Handbook proposed edits:** Stephen S noted that, as part of the music discernment process, we have learned that 4 weeks of paid vacation is the industry standard for a church music director position. The church's Employee Handbook would require revision to allow that benefit for the incoming music director. The vestry voted to approve revisions to Section III.B.2 and Section V of the Handbook, as follows. (*Moved: Connie. Seconded: Stephen Little. Approved unanimously.*)

- "III.B.2. Part-time-Employees: Part-time employees are those who are regularly scheduled to work 20 or more hours but fewer than 36 hours per week are eligible for certain benefits set forth herein on a pro-rata basis as set forth herein below. Part-time employees who are regularly scheduled to work less than 20 hours per week are not eligible for benefits; however, sick leave will be provided to all part-time employees on a pro-rata basis, as set forth herein below. ~~Certain part time positions, including, Choir Director and Musicians, are eligible for sick leave but are not eligible for paid Holidays, paid vacation, disability insurance, medical, dental, life insurance, or pension benefits.~~"
- "V. Benefits  
The Parish, as a member of the Episcopal Diocese of Northern California, provides the following benefits for its employees, except ~~that any clergy's staff members' specific~~ letters of Agreement, ~~which~~ shall supersede, if in conflict with, the benefits stated herein."

**Update on Property Development Task Force and congregational conversation process to happen this fall:** Stephen S reported that the PDTF has begun meetings with the professional consultants to plan for congregational

conversations. Tentative dates for the three planned congregational meetings are September 18, October 2, and October 16, from 11:45 am to 2:30 pm, with lunch provided.

**Incarnation's 150<sup>th</sup> anniversary plans and ideas:** Kathleen B submitted a written report from the anniversary celebration working group, as well as a written proposal from Diane Schoenrock for an Arts@Incarnation commemorative project to make needlepoint kneeling cushions for the altar rail. The vestry also discussed other ideas for a year-long celebration, including hosting one or more interfaith blessings events, inviting in neighborhood residents for an Incarnation 100-style BBQ and celebration, reaching out to former congregation members, having the City Council adopt a proclamation, getting some media coverage, and having Bishop Megan come for a culminating event on the first Sunday in Advent (December 3, 2023). Kathleen B and Patrick noted that they would like to recruit volunteers to be on a more formal planning committee.

**Vestry retreat preview:**

- St. Dorothy's Rest, 6:00 pm on Friday 7/15 through 3 pm on Saturday 7/16.
- We will share one house and will need to plan ahead for food that we will bring for shared meals.

**Summing up tonight's meeting for wardens' announcements:** Stephen S noted that he and the wardens would like to re-start vestry meeting report outs for the congregation. Vestry members agreed on the following points to convey:

- Brainstorming about the 150<sup>th</sup> anniversary celebration.
- Music discernment process and status of recruitment starting.
- Property development congregational conversation planning.
- Campus security improvements.

**Closing Prayer:** Chaplain Lois offered a closing prayer.

**Meeting adjourned: 8:48 pm**

**Future meetings:**

**Vestry retreat – July 15-16, 2022, at St. Dorothy's Rest.**

**Vestry business meeting – July 16 at St. Dorothy's Rest.**

**Next regular monthly meeting of the vestry – August 23, 2022.**

Respectfully submitted,  
Kathleen Kane, Clerk