**St. James’ Episcopal Church Vestry**

**Minutes**

November 17, 2021

**Attendance:** Rev. Denise Cabana, Alison Banks**,** Mitchell Chester, Bob Dugger, Lisa Gleason, Becky Lee, Deborah O’Donnell, Erin Perrelli, Joyce Reynolds

**Absent:** Rich Connell, Cheryl Turner

**Guest:** Don Gardner

Rev. Denise Cabana began the meeting at 7:05pm with an opening prayer.

Minutes from the October meeting were not available. They will be voted on at the next meeting.

Learning Experience – *Quietly Courageous,* Gil Rendle, Chapters 3 & 4

The Vestry split into breakout groups and discussed the assigned questions for 25 minutes.

Treasurer’s Report – Bob Dugger

* Bob reported that the General Fund has increased by $11,000. This is due to pledges in “Other Offerings” from two parishioners totaling $12,840 that were donated in October.
* We received $17,300 in regular pledges, this is on track.
* We received an additional $1,335 in the fall fundraiser bringing the total over $10,000.
* Numbers look good, members’ generosity is showing.

Debbie O’Donnell motioned to accept the Treasurer’s Report, Becky Lee seconded the motion. All members voted in favor to accept the report. Motion passed.

Ventilation Update & Discussion with Don Gardner

* Don reported that he is trying to finalize the quote with the contractor on completing Phase I of the ventilation project. This is to complete the duct work to connect it to the return which will provide a little better ventilation from behind the altar. He is waiting on a response with some outstanding questions and the price.
* Don does not recommend doing Phase II at this point. It is not a good value.
* The stand alone room filter units need to be turned on and off when someone uses the room. There is no advantage to leaving them on all the time as they only need to be on when the rooms are occupied. We will need to put signs up requesting people to turn them on when they enter and off when they leave.
* The Parish Hall, Meeting Room and the Sunday school rooms can be used now. Sunday school can start meeting once kids are vaccinated.

Junior Warden Update – Mitchell Chester

* Mitch reported that the quote on the heating system is forthcoming. It is going to be done by the same contractor that is doing the ventilation duct work.
* Mitch took a good look at the Chapel. It looks like it needs a total rebuild. He will get a quote on lumber and discuss it with Rich Connell and Nick Monsarrat and come back to the Vestry with the information. A decision can then be made whether to replace it or to tear it down.

Discussion – Rev. Denise Cabana

* There will be two services on Christmas Eve: 4:00pm & 8:00pm. There will be 50 people allowed in the church and 50 people allowed in the parish hall. The parish hall will be decorated and cleaned up for the service. There will be 4 ushers at each service. Sign up for each service will be required. It will be in the Glastonbury Citizen, with the request to sign up using the QR code. People who are not signed up will not be allowed.
* There will be a Morning Prayer service on Zoom on Christmas morning at 9:00am.
* The regular 10:30am Sunday Zoom service is no longer being offered due to lack of participation.
* Starting in December, Lay Readers will do both of the Readings, lead the Psalm and lead the Prayers of the People. They will be asked to pick a Sunday and will be the Lay Reader for the service. This will allow us to require only one person instead of two for each service.
* Advent activities are in full swing:
  + There are 19 families signed up to pick up a Jesse Tree to do at home and bring in on Christmas Eve.
  + The reading of The Lion, the Witch, and the Wardrobe will be released on FaceBook and the St. James’ YouTube Channel on Monday, November 29th. One chapter per day will be released for 17 days.
  + The story boards will begin on Sunday, November 28th with the first one available for viewing on the Church grounds.
  + Carol Sing around fire pits with hot chocolate will be held on Friday, December 10th at 6:30pm. This will be advertised in the Glastonbury Citizen.
  + The Christmas Pageant is going forward and will be held at the barn with St. Luke’s. It will be held at 3:00pm on Sunday, December 19th.

Building a Beloved Community – Becky Lee

* The committee met last week and finalized their mission and vision statements.
* There are special worship events being planned for MLK Sunday, January 16, 2022.
* Leading into Sacred Ground workshop will be held for 10 sessions beginning on the last Saturday in January, and continuing on Thursday evenings. Don Hamer will be the facilitator. The Vestry is encouraged to join. St. Mark’s and St. Luke’s parishes will be invited to join.
* Challenges the committee has are that they would like more members and they would like help with technology.
* The next meeting will be held on December 9th at 5:00pm.

Meeting with Aida Mishriky – Erin Perelli & Becky Lee

* Erin and Becky met with Aida for 2 hours to discuss the ideas about church activities she brought forth to the Vestry.
* While her suggestions are well meaning and thoughtful, many are not practical. For example, the suggestion about renting out rooms during the week as office space is complicated by the fact that it would mean St. James’ would then have to pay taxes on that income. It is not worthwhile.
* Some of her ideas overlap with similar suggestions made by Valerie Huestis.
* Erin will connect Aida and Valerie so they can collaborate.

Updates – Rev. Denise Cabana

* The guest access has been removed from Jean Kowalsky’s computer. No one else can use her computer now.
* Jean is separating her work into bookkeeper work versus what work should be done by the Treasurer/Assistant Treasurer that she had been doing.
* The bookkeeper position will be advertised by the beginning of December and hopefully filled in January.
* There are still issues with emails going to AOL, AT&T, Comcast domains. Nothing has been successful. The service called “Constant Contact” has been suggested, it is $20 per month and they guarantee 95% of emails will go through. We probably need to use this.
* This Sunday is ingathering for pledges. There have been 16 pledge cards turned in already. Of the 16, there are 13 that have increased their pledge, 1 that has decreased, and 2 that remained the same.
* Vestry 2022: All Officers have agreed to come back for the 2022 term. Rich Connell has agreed to complete the term vacated by Sam Hoyt. Lisa Gleason’s extended term is ending. This leaves two positions open going into 2022. Denise suggested that Don Gardner and Janice Faulkner be considered for these positions. Vestry agreed. Denise will talk to Don and Lisa will talk to Janice.
* The next Vestry meeting will be held on December 15th where we hope to have a budget for review.

9:05pm – closing prayer, Mitch Chester

Respectfully submitted,

Lisa Gleason