

**St. Paul's Episcopal Church
Vestry Meeting Minutes
April 21, 2020**

Meeting convened at 7:30 PM via Zoom

Present: Ginny Barnicoat, Gina Brownfield, Meghan Clark, Leigh Coogan, Kathleen Davies Hendricks, Frank Horrigan, Geoff Hurd, Mark Lamendola, Karen Melvin, John Sheehan, Jan Toth, Ell Vines

Absent: None

Clergy Present: The Rev. Noah H. Evans, The Rev. Laura Di Panfilo

Check-ins and Personal Updates

This meeting took place during the Corona Virus Pandemic and was conducted by Internet video conference. All attending took a minute to provide us with personal updates about ourselves and our families. Everyone reported in as being safe and in good health.

Shout Outs

KD to NE and family, and LD and Luke for keeping everything together.

GH for volunteers who attended "Virtual" Clean-up Day.

NE to JT for putting together St. Paul's PPP application with a short lead time.

VB to volunteer mask makers, many of which were supplied to First Responders.

MC, to Luke Zerra for coordination the Passion Play and other Holy Week activities.

KD to Kristen Cooper for Virtual Concerts.

Approval of Minutes

FH moved to approve the March minutes. VB second. Motion passed.

Rector's Report

NE provided a status report of the COVID Pandemic. Pennsylvania is scheduled to reopen on May 8 on a region-by-region basis. Allegheny County will not be among the first counties to reopen. We will probably not be able to have live, in-person services for a while. We may not be able to have gatherings of more than 50 people for over a year. Streaming worship is not going away. We may have to add services to read people out.

We may have other extreme social distancing events in the future, so this is going to be part of our lives. St. Paul's needs to do work on workspaces in accordance with Governor's order.

This becomes a liability issue on the part of the employer. Plexiglass installation is going to be common. GH needs to have a plan to do industrial cleaning if an infected person is discovered in the building.

EV, asked if the Nursery School will not start up before the fall? NE Correct, it will not. The Nursery School has asked parents to donate their tuition. Summer camp is probably not happening, but that as not been decided yet.

NE said that this is the time to live into small groups. This is contrary to our dominant culture. But Small Groups needs to become a dominant model in the life of our parish. KM added that there are already some interesting ideas about that already. What we are doing is the work of

the Holy Spirit work. The story of Acts is that story of finding a way. That is our challenge right now.

Practical things. Jim Morelli and Erin Morey have been approved for Postulancy, Paul Barker has been approved for Candidacy. David Boyd has become licensed as a lay pastoral leader. He may eventually enter the ordination process through St. Paul's. Paul Barker will be in WV for the summer as the interim pastoral leader and the Pastoral Leader of Bluefield WV. Cost to St. Paul's is \$1,200 which will paid out of NE discretionary fund.

If we have a commission meeting, go to Ariel to book a Zoom account, just as you would have booked a conference room.

NE asked for a motion that upcoming Vestry meetings be scheduled for May 5, May 19, June 9. GH moved, JT second. Motion passed

NE and JT met with the Finance Commission to come up with a fiscal plan in light of the pandemic. There has been a \$1,000 to \$3,000 per week drop in income. The commission requested a plan that has a first round of budget cuts, seven percent in total. The Commission also asked that we develop a plan for further cuts if we are not meeting revenue targets. Finally the Commission recommended that we create a COVID-19 Response Fund, asking parishioner either to donate or tithe stimulus checks. The Fund will kick off this week. Our PPP application was submitted after the window was shut. With PPP money we can get to the end of the year, without it we are going to have to make some tough decision. We want this to be an opportunity to refocus our mission and not an opportunity to cut budget. JS what are the guidelines for the Fund? NE, we need to establish the Fund tonight, create guideline at a subsequent meeting.

If we get PPP we will stabilize parish operations, and allows to focus on the first two goals. The meeting went into executive session at 8:37 PM.

NE recommended that we forgive pension contributions for rector and assistant rector. St. Paul's is allowed to apply for a two month forgiveness.

NE: We have been very good over the years of putting money away in restricted funds. That means we have access to funds if it's needed.

NE asked for a motion to approve revised budget. FH made the motion, MC second. Motion passed. NE asked JT to write an article summarizing the Finance Committee recommendations.

There was more COVID-19 Fund discussion. NE asked FH to draft a letter to go out by the weekend.

NE asked for a motion to approve the COVID-19 Response Fund. VB made the motion, ML second. Motion passed.

Senior Warden's Report

More than 27 people were involved in mask making and delivery. Recipients of masks included the Mt Lebanon Police and Fire Departments.

We have added more dates for St. John Food Ministry. We are feeding 75 people over the weekends.

Vestry Videos. To help relieve the sense of isolation and to keep people involved in St. Paul's we are doing two to five minute Vestry Videos every week.

Jim Morelli is leading the Annual World Vision 6K, which will be done virtually. It will be held on May 16.

St. Margaret's Garden bushes are scheduled to come in this week. They should be planted by the end of next week.

Junior Warden's Report

Property commission met last night. The commission recommended that we replace an obsolete electrical panel. The electricians is looking for work quoted us a good price. Not an immediate hazard, but if it were to go out when the church is occupied, it would be a major problem, because to replace it would mean taking power down from large parts of the building. Cost of replacement is \$4,500. This is within the reduced budget constraints. It is of moderate importance. It is deferrable but strategically would be a good time to do this. EV added that these panels are 70 years old and soon will no longer be manufactured. If one of the breakers goes out it will be a big deal.

NE asked for a motion to approve the project. GH moved, EV seconded. Motion passed.

Treasurer's Report

JT reviewed the March financials, the last two weeks of which were impacted by the nationwide shutdown. She emphasized that the most important thing on P&L is current revenues, and that reduction in revenues are starting to show up. NE has indicated where there are suggested budget cuts. There was a discussion of how to treat Operating Budget vs Restricted Funds. EV reported that the Endowment Fund has recovered significantly since the last meeting.

NE asked for a motion to receive the report. VB made the motion, ML seconded. Motion passed.

Assistant Rector's Report

LD has organized two rounds of phone calls to 596 members of the parish. NE and LD have followed up on pastoral needs. LD is planning another round of calls during the second week of May.

LD issued a "Morning Prayer Challenge." By next week we will have morning and evening prayer every day. She would like everyone to attend at least one of these services during the week.

Commission Reports

Endowment

Report submitted

Children and Youth

Report submitted

Community Life and Fellowship

Planning for the possibility of a Drive Thru Pig Roast. This will be a matter of further discussion at a future commission meeting.

Worship

Report submitted

Stewardship

No report

Outreach

Outreach will make it a priority to get more programs funded. Pledged to have at least \$10,000 in funds ready to be approved for the next meeting.

Pastoral Care

Report submitted

Finance

Report submitted

Spiritual Growth

Report submitted

Property

Report submitted

Sustainability

Report submitted

Boy Scouts

The Boy Scouts are “trying to figure this out like the rest of us.”

Adjourn: 9:25