

**Holy Cross Episcopal Church**  
**Vestry Meeting Minutes**  
**August 18, 2021**

Members Present: Adam Alphin, Krista Anderson, John Bennett, Michael Cobb, Carl Danielson, Trevor Hursthouse, Dan Morton, Lee Stroud, John Weisz, Kathy Welliver

Members Absent: None

Guest: Ellen Wells, Holy Cross Financial Manager

Michael Cobb opened the meeting with prayer.

Carl Danielson called the meeting to order at 6:33.

July 21 Clerk Report: Lee Stroud

The minutes were reviewed prior to the meeting. There being no corrections, John Bennett made a motion to approve the minutes as they are. Krista Anderson seconded the motion. All voted to accept the minutes and the motion was passed.

July Financial Report: Ellen Wells and Trevor Hursthouse

Financial reports were sent out prior to the meeting for review. Ellen pointed out we are in a good position at this point. Ellen pointed out how we can read the SOA and look on the Expense Report for detail information. This is broken down by team for quick reference.

Trevor pointed out that we should be okay this year due to the fact we have ministries that have not used their allocated funds.

Michael Cobb moved that the financial report be accepted. Adam Alphin seconded the motion. All voted in favor of accepting the July financial reports and the motion was passed.

Update on Jerry and Lead Supply position: Carl Danielson

Carl reminded the vestry that as requested by the Bishop, there will not be a contract for the Lead Supply Priest position. Jerry understands that moving forward we will be in verbal agreement as to the duties assigned to the Lead Supply Priest. The following duties were agreed upon by the vestry and will be presented to Jerry for his approval. The vestry was given a list of roles and responsibilities used in the past to review and see how the items listed apply to our needs today. The following list was created and will be presented to Jerry by Carl in the next few days:

- Jerry will begin serving as Lead Supply Priest on September 1, 2021
- Our agreement will be on a month to month basis knowing that the Bishop will be assigning Holy Cross an interim priest
- Jerry will attend vestry meetings to provide guidance. The Sr. Warden will continue to lead the meetings
- Jerry will be compensated \$2,000 per month
- Jerry will be given the opportunity to assist with bringing an interim priest on board and making a smooth transition

- Jerry will not be “expelled” from Holy Cross with the arrival of an interim. Jerry will be allowed to continue to worship at Holy Cross
- Number of hours served: no more than 8 hours per day or 19 hours per week. There will be no sick days, vacation or bonuses.
- Have office hours in the church one day a week. Office hours would be noon until 5:00
- Jerry will conduct a midday service on Wednesdays at noon.
- Jerry will maintain communication with the Diocesan Office and provide them with updates from Holy Cross.
- Jerry will support and guide the lay pastoral care team and lay eucharistic ministry. He will reach out to those who are hospitalized and homebound parishioners with the help of pastoral care teams. He will work with the bereaved. He will offer spiritual counseling to members of the parish as needed.
- He will celebrate and preach on a rotating schedule with 3 Sundays on and 1 Sunday off.
- He will be available to celebrate weddings and other special services.
- He will be available to assist and advise the vestry and other parish groups as they plan for stewardship, evangelism, education and worship.
- He will be the celebrant for special services.
- Jerry will meet with the Sr. Warden of the vestry weekly.
- He will meet with staff and vestry teams as needed.
- Jerry will conduct staff evaluations.

Carl made a motion that we engage Jerry as lead supply priest on a month to month basis and can be terminated by either party as need be. Kathy Welliver seconded the motion. There was no further discussion and the motion was passed to engage Jerry as our lead supply priest.

Covid 19 policy: Carl Danielson

The vestry will continue to require masks inside of the building until further notice.

The mask mandate will apply to the band. Singing will be permitted with masks. A motion was made by John requiring all musicians and vocalists to wear masks during the service.

After a discussion, it was decided that Appetizer Groups, Game Night and Coffee following services, and any other inside activities involving food and drink be suspended until further notice. A motion was made by Lee to suspend all indoor social gatherings involving food and drink until further notice.

The motion was seconded by Adam. All voted to approve the motion.

Worship Committee report: Michael Cobb

The Worship Committee would like to go back to shorter bulletins referencing pages in the BCP and song book. There was discussion o the pros and cons of doing this as opposed to a full-service bulletin. So far this seems to be cost effective. Tabled for later discussion.

Michael also brought up the possibility to move worship to 10:30 as opposed to 10:15. This would accommodate all Christian Ed programs. The vestry felt the congregation should be made aware of this possibility before a decision was made.

Kaylee's Leave: Lee Stroud and Trevor Hursthouse

Ethan will be filling in for Kaylee while she is on maternity leave. A sub list is in place to be used when they are not able to be in the office. A Maternity Leave Agreement has been signed by Ethan and Kaylee and is on file.

Letters of Agreement for Staff: Trevor Hursthouse

We need a Letter of Agreement for Kaylee. Right now she does not have one on file for 2021. We will need to review the Letter of Agreement for all staff as some positions have changed.

Upcoming Dates: Lee Stroud

At the staff meeting this month Jonathan presented dates for upcoming events this fall. Jonathan feels strongly that we need to offer a variety of opportunities to pull parishioners together as a family. All of these events are contingent on the status of Covid-19 in our area. The proposed dates and events follow:

- September 11 – Back to Sunday School cookout It was decided to postpone this based on Covid masking mandates
- October 3 – St. Francis Day/Blessing of the Animals in St. Francis Way This would be an outside event
- October 9 – Parking lot Yard Sale The vestry would like more information on this before moving forward
- October 31 – Trunk or Treat in the parking lot This would be an outside event
- November 20 – Oyster Roast The vestry expressed an interest in bring this popular event back. We will gather more information to bring to the September meeting
- December - Children's Christmas Pageant This can take place inside with masks

Email issues: Ellen Wells

Jonathan mentioned at the staff meeting that emails are not being opened and information is not being read. He shared information on a program that will allow the church to communicate through text messages. The vestry decided to focus on better using the resources we now have available.

Cleaning Crew: John Weisz

The cleaning crew will be in the church every other Thursday from 2:00 to 4:30. Someone would be at the church to let them in at 2:00. They would be issued a code to leave when they complete the job. There are some concerns about the crew being alone in the church. John Bennett uses this company in his home and can vouch for their trustworthiness. They are bonded. A motion was made by John Bennett to use the cleaning crew following the above procedure. Adam Alphin seconded the motion. All voted in favor and the motion was approved.

Check-in on parishioners: Ellen Wells

Quite a few parishioners have not returned to Holy Cross since we've returned to in person services. It was suggested that the membership list be divided and vestry members call parishioners to "check-in" and touch base with them. Be sure to include newcomers. This will be discussed next month.

Stewardship Campaign: Carl Danielson

It's time to start work on the Stewardship Campaign. Carl would like to have Co-chairs with one being from the vestry and one from the congregation. He will continue to work on this.

Annual Meeting: Carl Danielson

December 12 has been set for the Annual meeting.

The next vestry meeting will be held on Wednesday, September 15.

Carl closed the meeting with prayer.

The meeting adjourned at 8:18.

Respectfully submitted,



Lee Stroud, Vestry Clerk

Approved 9/15/21