

## VESTRY AGENDA

June 22, 2020

1. Opening Prayer
2. Treasurer's Report
3. School Report
4. Ministry Report
  - a. Financial
  - b. Pastoral
  - c. Grounds and Buildings
5. Rector's Report
6. Senior Warden Report
7. New Business
  - a. Amigos de Jesus
  - b. Sept. 13 Ministry Fair
8. Old Business
  - a. First Fruits
    - i. Date
    - ii. Chairperson
  - b. Search Committee Report
9. Closing Prayer

## St. Stephen's Episcopal Church Vestry Meeting

### Minutes of Meeting—Monday, June 22, 2020

Nancy Jenkins	senior warden	present
Roy Buckley	treasurer	present
John Odell	administration	present
Todd Schmidt	property	present
Mary McIntosh	property	present
James May	ministry	present
Ken Ellis	administration	present
Carla Daws	administration	present
Anita McNabb	ministry	present
Veronica Erwin	clerk	present
Father Phil Mason	Rector	present
Jeannetta Watson	Church Adm	present
Amanda Ebner	School Adm	Present
Ben Chomiak	School Board	present

**Opening prayer**—led by Father Phil. This meeting was held by zoom and began at 5:30 p.m.

**Treasurer's Report:** Roy summarized the report which is attached. We have a slight surplus for May. Our expenses were under budget by over \$4,000, and all expenses were met or under budget. We have a \$38,826 surplus for the year as of now. The vestry approved raising Jackie's compensation from \$24,000 to \$31,200 yearly, effective in July. We should now incur more expenses with the Search Committee moving forward.

**School Report:** This report was presented by Amanda and Ben who were present for this portion of the meeting. Amanda was enthusiastic about the increase in enrollment since her employment from 56 students to 95, with the possibility of 3 additional students on Thursday. The plan is for school to re-open its doors on August 17. Pre-K—2 is almost full and we may need to be expanded in the future. Most of the carpet in the classrooms has been replaced with linoleum for sanitation purposes. The PA system is installed. Ben extended an invitation for us

to walk the campus to see the outside improvements. Both feel that we need to continue to improve communication between the church and school.

**Finance Committee Report:** Ken sent by email and summarized. The Finance Committee recommended an increase for Hunt's salary—vestry approved increase from \$12 to \$18 per hour. Dolly is needed for piano & would cost about \$1,000. Since the money for that is in the music endowment fund, the vestry approved that purchase. Suggestion to buy 50 face masks from Ben at \$6.50 per mask & sell to parishioners for \$10.00 was also approved by vestry.

### **Ministry Reports:**

**Pastoral:** James sent by email. Carla indicated that we are doing well with our Covid practices as compared to the webinar on Invite, Welcome, Connect. She indicated that everyone she calls wants to continue virtual worship, even after we open our doors again. Father Phil also wants to continue live streaming the Sunday service.

**Grounds and Buildings**—summarized by Todd and attached.

- Mike is on contract with the church but has also spent a great deal of time helping the school with flooring.
- Still looking into the fountain work
- Todd suggested getting as much done as possible now while people are not on campus.
- Claim was denied on the leaks in the walls because of an exclusion in our policy—wind-driven damage not covered.
- Original alarm system in our buildings—do we need to look at a new system or worry about break-ins. We do not have a monitored system.
- John Odell will reach out to an insurance person to look at our policy.

**Rector Report and Senior Warden Report**—sent by email

### **New Business:**

- Amigos de Jesus —has grown and now has tax-exempt status. Connie Maverick sent a report to Nancy and asked to be considered as an outreach ministry. Vestry approved. James and Mary are going to follow up with Connie about needs of Amigos de Jesus.
- September 13 Ministry Fair—Since we may still be in quarantine, we will schedule this for a later date.

**Old Business:**

- First Fruits—we now have a chairperson, Ann Robertson. She is working on it as if we would be having it in October, but it is looking like a spring date will be better.
- Search Committee Report—Darelle & Sharon asked Nancy if/when they are ready to present their candidate, could we meet in person? We could probably meet at Nancy's and maintain social distance with masks to accommodate this. Nancy asked that we continue to pray for discernment for the search committee.

The meeting ended with a prayer at 7:00 p.m.

Respectfully submitted,

Veronica Erwin, Clerk

**Attachments for Vestry Notebook:**

Grounds Work Report

Finance Committee Report

Senior Warden Report

Rector Report

Insurance Report

Youth Ministry Report

Treasurer Report

## Vestry Meeting Agenda – Sub Committee Report

### Committee: Administration Ministry (Mission)

	Discussion	Status
<b>Old Business (follow up)</b>		
<b>New Business (report only)</b>	Veronica: Carla and I watched a webinar recently on invite, welcome, connect. People from different churches shared their ideas about how they are handling the newcomer ministry during this COVID-19 time.	
<b>Action Items (for Vestry vote)</b>		

## Admin/FC meeting June 15, 2020

Members present: Ken Ellis, Roy Buckley, Carla Daws, Nancy Jenkins, Jeannetta Watson, Tom Brown, John Odell, and Fr Phil Mason

Meeting was held via telephone conference on Monday, May 18, starting at 1:30 pm.

### Treasurer's Report (May Financials)

Pledged income in May continued to stay on budget. The process of searching for a new rector has been resumed. There will be expected expenses in June associated with the search committee's travel to candidates' current locations. SSEC's monthly apportionment obligation (\$8340) will resume this month. In summary, SSEC remains in sound financial shape at this time.

There were motions to accept the Treasurer's Report and the monthly financial statements presented by Jeannetta. Both motions were seconded, and approved by the Finance Committee, with final approval to be made by the full Vestry.

### Committee Discussions:

Rector Search Committee: In a previous Vestry teleconference call, it was agreed that the search committee could resume recruitment and travel activities at this time.

Interim Rector: Fr. Phil Mason will continue as our interim rector with weekly online services and other services through the week.

Insurance: John Odell and Jeannetta have continued to look into alternate options regarding our insurance policy for next year. They are working on getting updated appraisals for the property, buildings and contents. They hope to obtain sufficient information by end of July for the insurance company (Higginbotham Insurance Agency in Austin) to provide a quote.

SSEC Masks: Fr Phil asked that we consider purchasing about 50 masks, custom designed specifically for SSEC, that could be offered for resale with any profits going to fund raising. The committee approved this request. (Cost per mask of \$6.50, resale at ~\$10 or more)

Piano Dolly: Ann Jones has requested the purchase a special dolly specifically designed to easily move the grand piano in the Sanctuary over the tile floor. The dolly and installation are estimated to cost about \$1000. The Finance Committee felt this is a practical purchase and approved with it being sent to the full vestry for final approval.

Webmaster: Jeannetta requested an increase in the hourly rate for our "Webmaster" from his current \$12/hr. The committee recognizes the important contributions he makes to our online operations and weekly services. After some discussion, it was suggested that the rate be increased to \$18/hr, with final approval by the full vestry.

The Admin/FC phone conference call ended at 2:28 pm.

## WORK REPORT TO DATE

<b>OLD BUSINESS</b>	
<b>CHAPEL CLOSET CEILING</b>	<b>-UNRESOLVED HAS ACTIVE LEAKS</b>
<b>SCHOOL/CHURCH DAYCARE FENCING</b>	<b>-COMPLETED</b>
<b>SCHOOL PARAPET CAP</b>	<b>-COMPLETED</b>
<b>SCHOOL ROOF LEAKS</b>	<b>-ON GOING MEETING WITH GARY VOLKERT ON 6/23 TO DISCUSS REPAIRING THEIR PREVIOUS REPAIR THAT DID NOT HOLD</b>
<b>CHAPEL BULBS/DIMMER SWITCHES/PARKING LOT LIGHTS</b>	<b>-AWAITING APPROVAL TO MOVE FORWARD</b>
<b>NATURE TRAIL DEAD TREE</b>	<b>-COMPLETED</b>
<b>NATURE TRAIL SIGNAGE</b>	<b>-ON GOING</b>
<b>CLEANING OF COURTYARD STEPS/WALKWAYS</b>	<b>-COMPLETED</b>
<b>COURTYARD BENCH</b>	<b>-COMPLETED</b>
<b>CLEANING OF SANCTUARY/NURSERY COURTYARD</b>	<b>-COMPLETED</b>
<b>TCEQ 2020 COMPLIANCE INVESTIGATION</b>	<b>-COMPLETED</b>
<b>WELL METER CALIBRATION</b>	<b>-COMPLETED</b>
<b>UPDATING CHLORINE CHECKER</b>	<b>-COMPLETED (WORKING WITH HACH ON USING COMPUTER INPUT SYSTEM TO LOG RECORDS VS HANDWRITTEN PROCESS CURRENTLY IN PLACE)</b>
<b>SCHOOL FLOORING PROJECT</b>	<b>-INSTALLED FLOORING IN CLASSROOMS 9&amp;10 (SIX FIVE HOUR DAYS) -CLASSROOM 11 STILL NEEDS TO BE CLEARED AND CARPET REMOVED (AMANDA AND BRAD ARE HEADING THAT UP TO GET IT READY FOR FLOORING INSTALL) -ON GOING</b>
<b>GYM TOUR/SEPTIC FILTER CHANGING PROCEDURE</b>	<b>-COMPLETED</b>
<b>EXTERMINATORS</b>	<b>-COMPLETED</b>
<b>FOUNTAIN</b>	<b>-HAVE CONTACTED TWO COMPANIES THAT SPECIALIZE IN WATER FEATURES. HAVE YET TO RECEIVE A QUOTE FROM EITHER COMPANY -ON GOING</b>

**LEAK DETECTION**

**MEETING ROOM 1:**

**-HAVE TWO CONTRACTORS BIDDING THE PROJECT CURRENTLY**

**-TEXAS STONE MASONS WHO DID SOME SUBSTANTIAL REPAIRS FOR THE CHURCH 30+ YEARS AGO**

**-\$2460 TO RE-POINT THE ENTIRE 14'x25' WALL IN QUESTION (NO SEALER)**

**-\$960 TO JUST DO AREA ABOVE BOTH WINDOWS (NO SEALER)**

**-AMI FELLER IS THE OTHER CONTRACTOR WHO DID SOME WORK FOR THE CHURCH IN 2013 RELATING TO THE SAME ISSUE.**

**-\$2835 TO CUT OUT LOOSE MORTAR AND APPLY STONE SEALER ABOVE WINDOWS ONLY**

**-\$4835 TO REMOVE ROCK COMPLETELY ABOVE WINDOWS, CHECK FOR VAPOR BARRIER AND REINSTALL AND APPLY STONE SEALER**

**-\$1835 TUCK POINT WALL ALONG COURTYARD SIDE OF PARISH HALL ABOVE METAL ROOF AND APPLY STONE SEALER**

**-\$3085 REMOVE AND REINSTALL WALL FLASHING ALONG COURTYARD SIDE OF PARISH HALL ABOVE WALKWAY (IF DAVID REYNOLDS DOESN'T FOLLOW THROUGH WITH HIS WORD SEE BELOW)**

**PARISH WALL ALONG COURTYARD:**

**-I HAVE CONTACTED DAVID REYNOLDS WHO SUBCONTRACTED THE CURRENT ROOF OVER THE WALKWAY FROM THE CHAPEL TO THE OFFICES TO COME OUT AND MAKE REPAIRS TO FLASHING IN THE ROCK WHICH IS FAILING AND IN MY OPINION CAUSING THE WATER LEAKING DOWN THE WALLS ALONG THE COURTYARD SIDE OF THE PARISH HALL. AFTER A SECOND CALL TO HIM HE INFORMED ME THAT HIS SUB WILL COME OUT THE WEEK OF 6/22-6/26 TO MAKE REPAIRS. I'LL HAVE TO STAY ON TOP OF HIM TO HONOR HIS WORD ON PROVIDING GOOD WORKMANSHIP.**

LEAK DETECTION CONT'D	<p><b>CHAPEL</b></p> <p>-I SUGGEST REMOVING BOTH CEILINGS IN CHAPEL CLOSETS TO GET A BETTER IDEA OF WHERE THE LEAKS MAY BE COMING FROM. AGAIN THIS MAY BE LEFT OPEN FOR SOME TIME IN ORDER TO WAIT FOR A SUBSTANTIAL RAINFALL</p> <p><b>ITEMS I NEED ANSWERS ON:</b></p> <p>-REMOVE THE SHEETROCK IN THE AREAS BEFORE THE REPAIRS AND LEAVE IT OFF AFTER THE REPAIRS ARE COMPLETED TO ENSURE THAT NO WATER WILL BE PRESENT AFTER REPAIRING WATER DAMAGED SHEETROCK (KEEP IN MIND THESE AREAS COULD BE EXPOSED FOR SOME TIME IN ORDER TO WAIT FOR A SUBSTANTIAL RAINFALL)</p> <p>-SHOULD I PURSUE QUOTES FOR REPLACING WINDOWS IN THE PARISH HALL IN MTG ROOM 1 AND CHOIR ROOM. THEY ARE IN BAD SHAPE</p> <p>-REMOVE CEILINGS IN CHAPEL CLOSETS FOR FURTHER EXAMINATION OF WHERE THE LEAKS MAY BE COMING FROM</p>
ICE MAKER IN PARISH HALL	<p>-HAS NOT BEEN DEEP CLEANED TO MY KNOWLEDGE</p> <p>-WILL ASSIGN THIS TASK TO OUR IN HOUSE CLEANING PERSON OR LONNIE</p>
SCHOOL INTERCOM SYSTEM	-COMPLETED
SANCTUARY	<p>-ROT ON WINDOWS (SUBCONTRACT)</p> <p>-CRACKED GLASS (SUBCONTRACT)</p> <p>-CRACKED STUCCO (SUBCONTRACT)</p> <p>-PRESSURE WASHING AND PAINTING (SUBCONTRACT)</p> <p>-LOOSE GUTTER HAS NOT BEEN REATTACHED (IN HOUSE)</p> <p>-IRRIGATION SYSTEM (SUBCONTRACT)</p> <p>-LANDSCAPING (IN HOUSE)</p> <p>-NARTHEX ENTRY DOORS (SUBCONTRACT)</p> <p><b>ITEMS I NEED ANSWERS ON:</b></p> <p>-WHICH OF THE ITEMS LISTED WOULD YOU LIKE ME TO PURSUE GETTING BIDS ON TO REPAIR</p>
NURSERY	<p>-EXTERIOR PRESSURE WASHED AND PAINTED (SUBCONTRACT)</p> <p>-SMALL WATER FEATURE IN COURTYARD (REMOVE)</p> <p>-WOODEN BRIDGES IN COURTYARD (LEAVE AS IS)</p> <p><b>ITEMS I NEED ANSWERS ON:</b></p> <p>-WHICH OF THE ITEMS LISTED WOULD YOU LIKE ME TO PURSUE GETTING BIDS ON TO REPAIR</p>
BELL TOWER	-NEED ACCESS INTO BELL TOWER IN ORDER TO FULLY INSPECT
DRAINAGE AT COURTYARD ENTRANCE	-DRAINAGE ISSUES
WELL HOUSE	-LOOKING INTO LIQUID CHLORINATOR VS TABLETS
WAXING FLOORS IN PARISH HALL	-LOOKING INTO COST TO COMPLETE (SUBCONTRACT)
SALTILLO WALKWAYS	-LOOKING INTO COST TO COMPLETE (SUBCONTRACT)
HVAC SCHEDULE	-WILL WORK ON MAKING FILTER CHANGING SCHEDULE, VINEGAR IN CONDENSATE LINES SCHEDULE
ROAD TO NATURE TRAIL WASH OUT	-WILL LOOK INTO OPTIONS TO HELP WITH RUN-OFF AND PRICING TO FIX (SUBCONTRACT)



Rector's Report to the Vestry  
June 22, 2020

As I sat down to write this my Rector's Report to the vestry, I looked back to June 2019. I found that my memory—which is often in doubt these days of my life—was correct. I saw that on Sunday, June 23, 2019 it was announced that you, with the blessing of the Bishop, had called me to be your Interim Rector. The anniversary of that date is tomorrow. I remember well announcing that my first official act as your Interim Rector would be to leave on the next day for a two week vacation. Needless to say it has been a very journey these last twelve months. It would take the rest of this page and more to review all that has transpired in that time. I will say that this last year has been—without any doubt whatsoever—the most interesting, challenging, surprising rewarding, fascinating, satisfying time of my life as a parish priest. I really can't wait to see what happens next!

For this report to you today I will cut to the present and fill you on some current events:

The recording and streaming of the Sunday service is going very well. I/we all owe sincere thanks to Ann, Allen, Robert and a few volunteers that work so faithfully to make it happen.

I have been advancing the idea that, when Covid-19 leaves us and the church doors are reopened we consider continue live steaming the Sunday service. Jeannetta and I will be working on a feasibility study of how we could make that a reality.

Allen has instituted a biweekly sort on line program call Take Five in which he hosts a short—five minutes or so—program of music performed by himself and other invited guests.

The Zoom times that I have had with the congregation have been very enjoyable for those of us who gather before our screens. Those include, Zoom Time With Fr. Phil, Christ Centered Prayer and Coffee Hour after the 10:30 service.

I continue to be very grateful for the wonderful staff that works so hard and well to support the ministry of St. Stephen's Church in the very unusual circumstances we are called to serve in.

Peace and love to all,  
Phil+

June 22,2020

## SENIOR WADEN REPORT

“Take 5” is off and running. Allen’s Thursday morning gig is getting lots of hits on FB and UTube. One more means of getting SSEC out to the public!

Our youth continue to be served by Elisa. She sends packets of projects to them each week. Also, she, Tom Dawson and Darrelle Jordan are filming “Godly Play” sessions for their summer vacation school.

Fr. Phil has begun “Open House with Phil” on Wednesdays, “Contemplative Prayer” on Wednesdays afternoons, as well as hosting virtual “Coffee Hour” following church services on Sunday. It is our hope to stay in round the week contact with our parishioners.

Robert McLemore, Jackie, Hunt, Jeannetta and Lydia are keeping our facilities up and running. We owe them huge accolades for their loyalty!

The Search Committee has resumed its process. Please pray for discernment for this dedicated group.

Summer is off and running! Stay cool, stay hydrated, and stay well!

Nancy



Friday 19, June 2020

To: Nancy Jenkins and Jeannetta Watson and the Vestry

Well it's hard to believe we are approaching the end of June already. Instead of slowing down for the summer we seem to be picking up steam.

The Youth Prayer Journals went out at the beginning of the month, and were well received by the youth that got back to me. They said they were enjoying it. The activity packs for the first Friday stand-alone Sunday school went out last week. The recording of the 1st in 6 summer season lessons was done and premiered on Friday the 19<sup>th</sup>. The 2<sup>nd</sup> and 3<sup>rd</sup> will be completed for Jackie next week ready for airing. One will be posted every two weeks through the summer. The activity packs for those lessons are in the works.

I have also just completed the "Tweens Prayer Journal" which will be mailed this week.

The numbers for the children's ministry mailings is as follows;

10 recipients in High School

12 recipients in the "Tweens" Group

16 in the 5 to 10 Age group

This means we have now got 38 children regularly receiving material.

The graduation blankets were all delivered with the Sending ceremony. Ian McIntosh was unfortunately the only one home to receive his blanket, but the parents were very grateful and extended their thanks to the church.

I was also very honored to be asked by Father Phil to do the Trinity Sunday sermon. So all in all a busy and I believe fruitful month.

Yours in Christ,

Elisa Webster