

St. John's Episcopal Church
Vestry Meeting Minutes
Sunday, December 17, 2023

The meeting was called to order at 11:30 am. Jeanne began the meeting with a prayer.

Members Present: Mary Rowe, Senior Warden, Bruce Fontaine, Junior Warden, Cathy Behm, Christy Burch, John Carmichael, Jan Childs, Peggy Costanzo, Alysa Hilton, Kate Zimmer, Rev'd Jeanne Kaliszewski, Rev'd Greg Rainey (ex-officio)

Absent: Myra Roosevelt, Clerk, Roger Nickerson, Judy Steele

Consent Agenda. Items included the minutes of the November 17, 2023 meeting and the November 2023 Financial Reports. The minutes were corrected to record the date of the meeting as November 19, Cathy Behm as present and to revise the end of the first sentence in the Junior Warden's report to read: "...energy efficient light bulbs that were installed in June. It was moved by Bruce, seconded by Peggy, to approve the items on the Consent Agenda with the corrections to the November 17, 2023 minutes. The motion passed unanimously.

New Business

A. Adoption of the 2024 Operating Budget

Jan reported that there was only one change from the preliminary budget prepared by the Budget Committee and distributed to the Vestry in November, the addition of funding under "Other Expenses" to support the Severe Weather Emergency Shelter discernment process. She thanked 2024 Budget Committee members Mary Rowe, Bruce Fontaine, Barbara Buehrer, Juanita Chambers and Peggy Costanzo..

It was moved by Jan, seconded by Peggy to adopt the 2024 Operating Budget as presented. The motion passed unanimously. Jeanne noted that we will again have an opportunity for interested parish members to do a "deep-dive" into the budget prior to the Annual Meeting. That session is scheduled for Sunday, January 14 at 9:00 am.

B. Adoption of 2024 Clergy Compensation Resolution

Jan reported that two resolutions are required in conjunction with adoption of the Operating Budget. The clergy compensation resolution sets the salary for the rector and specifies the percentage of that salary designated for the stipend and for the housing allowance.

It was moved by Peggy, seconded by Jan to adopt the clergy compensation resolution. The motion passed unanimously.

C. Adoption of 2024 Supply Clergy Compensation Resolution

The supply clergy resolution sets the compensation for supply priests and designates that compensation as housing allowance as recommended by the Diocese.

It was moved by Bruce, seconded by Jan to adopt the supply clergy compensation resolution. The motion passed unanimously

D. 2024 Annual Meeting -- Jeanne

- The Annual Meeting will be held on Sunday, January 21 following one worship service at 9:00 am. The dismissal will occur following the meeting.
- Rebecca will be sending a Google form to ministry leads to provide consistency in format for their reports for the 2023 Annual Report. Reports will be due on Friday, January 5.
- Cathy Behm, John Carmichael, Peggy Costanzo and Judy Steele will be completing terms on the Vestry. Potential candidates have been identified and contacts made. Information on requirements for service and call for interested parishioners to contact Jeanne or vestry members is being published in the weekly service bulletins through December.
- There will be a short Vestry meeting following the Annual Meeting.

E. Chapel – Jeanne

- Zee Wilks has offered an icon of the trinity which was placed in front of the closed doors to the triptych the Chapel on a trial basis. The Vestry was asked if there was interest in keeping the icon in the chapel.
- The Vestry went to the chapel. It was decided to center the icon over the closed doors of the triptych in 2024 and make a final decision later next year.

Upcoming Events -- Mary

- 2024 Vestry Days is scheduled for the Metro East Convocation for 2/24/2024. Registration information will be provided next year. All continuing and new Vestry members are encouraged to attend.
- Mutual Ministry Review is scheduled for the afternoon of Sunday, 4/21. Linda Potter will facilitate and lunch will be provided. More information to come.

Reports:

A. Rector:

- Many pastoral care contacts and visits. Working on paperwork required for licensing Eucharistic Visitors.
- Severe Weather Emergency Shelter teams have begun meeting. She encouraged members to volunteer at My Father's Heart to experience a shelter in operation –

contact Jamie Berry. If a St. John's shelter is approved, the first year will be positioned as a pilot project with evaluation to determine if the program should continue.

- Three services on Sunday, December 24 which is both Advent 4 and Christmas Eve: 8 am is Advent 4; 10 am is Children's Pageant with Eucharist and 8 pm is Christmas Eve Eucharist with Carol Sing.
- Jeanne was elected to the Board of Trustees at the November 2023 Diocesan Convention. She continues to serve on the Commission on Ministry and to co-chair the Engaging Racial Justice working group.
- After being "under construction" for a few weeks, the 10 am service is being livestreamed to YouTube. The Zoom platform will no longer be used for the livestream. In 2024, it is hoped to also livestream to Facebook.

B. Deacon:

- As deacon, supports everyone in their baptismal ministries. Has been working on the Eucharistic Visitor training and licensing process. Recruitment/training and licensing of Eucharistic Ministers will occur in 2024.
- Supports Jeanne and they work as a collaborative team to develop and schedule the upcoming liturgical seasons.
- Supports Altar Guild during the change in seasons.
- Working with parish veterans
- Bishop Diana will visit St. John's on 3/17/2024. Deacons have a special relationship with the Bishop, who assigns deacons to parishes. He serves as deacon at St. John's on an annual contract, which will renew this year. He also attends the Bishop as chaplain from time to time to serve during Bishop visits to parishes/missions that have no deacon.
- He is a member of the Standing Committee and is currently 1st Alternate Delegate from our diocese to the 2024 General Convention. As such, he will attend the convention. A new Presiding Bishop will be elected at the 2024 Convention.
- In response to a question, he reported that there are currently fewer than 20 deacons in the Diocese.

C. Senior Warden:

- Completed a successful Welcome Sunday. Given the number of newcomers, we may have two Welcome Sundays in 2024.
- Working with the Creation Care Ministry Team. The team will be helping parishioners understand what we can do individually and will have information in the weekly bulletins and enews.
- Meeting with Milwaukie City Manager regarding the Severe Weather Emergency Shelter. Asked if starting the Severe Weather Emergency Shelter as a pilot project would impact funding for the program. It appears that it would only impact

construction funding, not operating funding. There are currently three non-profits in the area that provide emergency services: Northwest Housing Alternatives based in Milwaukie, Central City Concern based in Portland and Loveone which operates Our Father's heart in Oregon City. Partnerships with one or more of these non-profits may be possible.

- Jeanne and Mary will provide an orientation session for new Vestry members following the upcoming election.

D. Junior Warden:

- A copy of the Junior Warden Report and the summary of the meeting with the HVAC contractor are attached to these minutes. Highlights are provided below.
- Noted that convertible chancel has worked as designed. The altar was moved twice in December for New Century Players performances and for Voices Unlimited Lessons and Carols. Moving requires a team of volunteers and needs to be planned in advance.
- Met with Chris Walker, PGE and received several suggestions, including standardizing programming of the thermostats.
- St. John's has a very complicated and challenging roof system. Estimates are currently being received for the portion of the roofing system that covers the church only – not the east wing entry, chapel, parish hall or west wing addition. Estimates received so far range from \$71,000 to \$94,000. He will be reviewing all estimates to make “apples to apples” comparisons. Given the cost, a capital campaign will likely be needed. Grant funding from the Diocese can also be explored. Looking for a plan to be in place next year.
- Emergency Shelter Building and Safety Committee is underway. Members are Bruce, Larry Behm and Roy Roosevelt.
- Met with HVAC contractor 12/4/23. Boiler system is in pretty good shape. Regular maintenance of the system will be added to the calendar beginning next summer. This will require the system being down for two days and should allow 3-5 years additional service. Regarding the West Wing roof units, they are at year 18 of a 20-year expectancy.

Ministry Teams – Defer to Annual Meeting Reports

Good of the Order -- None

The meeting was adjourned at 1:00 pm. Deacon Greg dismissed the Vestry.

Respectively submitted,
Jan Childs, Clerk pro tem

1/3/2023

