

Vestry Minutes for the Regular Meeting of February 2020
Grace Church, Lexington
In the Parish Hall
Feast of St. Matthias the Apostle, February 24, 2020
5:00 - 6:30 p.m.

In Attendance: Fr. Tuck Bowerfind, David Connolly, Gail Dickerson, Punky Dod, Don Ellis, Tom Gosse, Diana Kenney, John Milford, Liz Moss, Judy Schram, Steve Shultis, Cecile West-Settle

Absent: William McCorkle

Officers: Lisa McGuire, Clerk, Buster Lewis, Treasurer

Guest: Donnie McBrayer

Call to Order 5:00 pm

Fr Tuck

Formation

Opening Prayer:

The Lord's Prayer

Collect for St. Matthias

Meditation

Don Ellis

“Lost...almost” Don shared his Transformation parallel when he literally fell off a footpath in Wales. He experienced the beauty of hilltops, peacefulness, God's presence, bright light, gladness, fear, comfort, and rejoicing. His take away from the event was that: 1. He knows he will die someday and 2. How will he live now.

Information

- Time and Talent Review: please consult with team members and draft next year's program calendar by the end of April
- Lent, Holy Week, Easter scheduling (attached) Note:
 - Is the Vestry willing to accept being assigned responsibilities on Sundays or during the services?
 - Greeting newcomers, meeting parishioners' concerns, overseeing transferring of money to be deposited.
 - We will start Third Sunday 5pm Family Service March 15: Shorter service, less formal geared towards children. How to staff. Families have been called to see if they would participate. Food would be served after the service.
- Local Reflection Group appointments: Steve Shultis, Convener, Lu Dooley, Uncas McThenia, Anne Hansen, Jeanne Eichelberger, (Preston Evans, Carey Harvey-cutter)
 - Reflection group is meeting with Martha. The dialogue will assist Martha in her refinement of her spiritual autobiography.

Reports

Wardens' Reports

Gail Dickerson, Liz Moss

The Vestry received a thank you note from Sharon Massie for the support of the youth pilgrimage to the Cathedral of St. John the Divine.

Our current Archivist, Margaret Whittington, and her husband Don are moving to New York at the end of March. Jeanne Eichelberger has accepted the position of Archivist for Grace Church. Jeanne has a degree in Library Science.

Joanne Peretti from Christ Church in Buena Vista, VA, invited our congregation to a pancake supper on Shrove Tuesday, February 25, 2020. Christ Church's Clothes Closet is in need of volunteers; our Parish members are encouraged to help.

Unexecuted resolutions

Gail Dickerson

- 12172018 Robert E. Lee is to be honored by a brochure detailing the role of memorials to Robert E Lee at Grace Church. **Approved**

Brochure to be used as an evangelism tool and will be available in the Narthex. Marlys Craun brought an example from a church in England. Keith Gibson produced a mock-up for the Vestry to examine.

- Morrison Prayer Book (see resolution below)

Transcriptions of written notes will be on acid free paper for people to examine.

- 01212019 Resolution 1 – comply with auditors' (Robinson, Farmer, Cox Associates) recommendations **Approved**
- 09302019 Resolution 2 \$1250 (from money formerly designated for carpeting in the nursery) for engaging Rockbridge Environmental to test for (assess) asbestos in the Parish Hall **Approved**

Reports Received by Consent

Vestry Minutes for January 26, 2020

Rector's Report 02242020

Safeguarding God's Children Certifications

Treasurer's Report for January, 2020 – No report was prepared for meeting.

Buster Lewis

Chancel Renovation Committee

Buster Lewis

Figures not available at this time. Meeting on February 26 to discuss the priority list that Terry Eason provided. Current concerns are the acoustics. Liturgical Committee is addressing Casavant Frere's pre-installation requirements for the organ. Need to budget 5 to 8% above contract for these expenses. Once the priorities list is decided, engineers will be contacted for quotes on the initial phase and scope of work that needs to occur.

Old Business

1. **Courtesy Resolution **Approved with corrections****
2. **Resolution regarding Morrison Book of Common Prayer **Approved****
 - a. **RESOLVED** that the Vestry approve the Memorials Committee request for construction of a glass case for the Morrison Book of Common Prayer which was used for the Consecration of Grace Memorial Church and the associated Service Bulletin. There will be plaques showing wording from the page in the BCP attesting to the Consecration of Grace Memorial Church and one listing Colonel Morrison as the donor of the BCP and Service Bulletin. The designer and builder of the Morrison Prayer Book display case, Pat Harris, will construct the case and install it on the west wall of the Bridge hallway to the right of the entrance door to the narthex. The Memorials Fund will cover the estimated \$1500.00 cost of the project.

New Business

Casavant Freres Organ Contract **Approved** Don Ellis
Resolution regarding funding the purchase of an Organ for the Church **Approved** Gail Dickerson
Motion to receive and submit the Parochial Report. **Approved** Lisa McGuire
Motion to pay the balance due for the Vestry Retreat from 1677
“Clergy/Staff Support Endowment” **Approved** Tuck Bowerfind
Three Resolutions from Finance Don Ellis

1. Funding freezer purchase
2. Funding roof repairs
3. Retaining CPA firm to perform “Agreed Upon Procedures”

Nominating Committee appointments (Wardens and third year Vestry).

- Charge Nominating Committee with bringing Nominations for Lay Convention Delegates due by wHoly Conversation, March 16
- Create Committee on Church Security **Approved**
 - appointments: Donnie McBrayer, Chair, Liz Moss Donnie McBrayer accepted position.
- Steve Shultis proposed to the Vestry a written thank you to the committees and others who were involved in organ selection process.

Adjourn 6:30 pm

Closing Prayer

Next meeting of the Vestry is wHoly Conversation March 16 in the Parish Hall (Diana Kenney) and March 23 in the Parish Hall (meditation by John Milford)

Vestry Resolution for the purchase of a new organ: **Approved**

The Organ Committee of the Vestry of Grace Episcopal Church hereby moves

- (1) that the Vestry of Grace Episcopal Church Lexington, in its capacity as the governing body of Grace Episcopal Church, accept and approve the “Organ Contract” dated _____, 2020 which has been offered by Casavant Freres, L. P., of the Providence of Quebec, Canada (the “organ builder”), and furthermore
- (2) that the Vestry appoint, authorize and empower the following persons, to wit: Rev. Ellis Tucker Bowerfind, as Rector of the church, Gail Dickerson, as Senior Warden of the church, and Elizabeth Moss, as Junior Warden of the church, to sign and deliver, in their representative capacities as agents of the Vestry, said Organ Contract; and furthermore,
- (3) that the Vestry appoint, authorize and empower the following persons, to wit: _ Rev. Ellis Tucker Bowerfind, as Rector of the church, Gail Dickerson, as Senior Warden of the church, and Elizabeth Moss, as Junior Warden of the church, to act as agents and representatives of the Vestry for the administration of the Organ Contract in regard to dealings with Casavant Freres, L. P. and all such other persons, agencies, and/or organizations as shall be necessary for the completion of the work described in said Organ Contract; and furthermore,
- (4) that the Vestry shall timely employ such other persons, including but not limited to, contractors, laborers, consultants, experts, attorneys, accountants, and/or others as may be necessary and reasonable for the church to perform its obligations as described in said Organ Contract, and furthermore,
- (5) that the Vestry shall timely determine the source of money and manner of making payments which shall properly become due and payable to Casavant Freres, L. P. and/or to such other persons, including but

not limited to, contractors, laborers, consultants, experts, attorneys, accountants, and/or others as shall be necessary and reasonable for the proper completion of the work described in said Organ Contract.

Resolution regarding funding the purchase of an Organ for the Church Approved

Having approval from the Vestry to purchase of an organ from Casavant Freres, Saint-Hyacinthe, Quebec, the purchase will be paid for by the following Funds, not necessarily in the following order:

- Organ donations held in Capital Campaign accounts at Cornerstone Bank and/or EdwardJones Investments.
- The Rectory Fund at EdwardJones Investments
- Proceeds of the sale of the house on Grey Dove Lane owned by the church.
- Jones Endowment Fund at EdwardJones Investments
- The Osburg Endowment Fund at EdwardJones Investments
- R.E. Lee unrestricted Endowment at EdwardJones Investments
- Additional Contributions from Parish Members

The Finance & Investment Committee of the church will determine the order in which monies are used from which source, depending upon the circumstances at the time a payment is due to Casavant Freres. If quarterly withdrawals are budgeted for a particular Fund, draws will continue to be made until such time as that Fund becomes a source of monies for a payment to Casavant Freres.

The Vestry further authorizes the Finance and Investment Committee to use its best judgment in the determination of the timing and scope of sales of investments from the Parish's investment accounts, i.e., the Rectory Fund, Jones Fund, Osburg Fund, and R.E. Lee unrestricted Endowment in order to meet the obligations of the Casavant Freres contract.

The Vestry also authorizes the Finance and Investment Committee to take such other actions as are necessary and reasonable to meet the financial obligations of the Casavant Freres contract. The Finance and Investment Committee will keep the Vestry informed of these actions in a timely manner.

Finance Committee Resolutions for the February 2020 Vestry Meeting Approved

1. Funding freezer purchase

“The Finance Committee moves that the Vestry approve spending up to \$5,000.00 from the Vestry Designated Capital Fund at EdwardJones Investments, account #1674, for the purchase of a new freezer in the church's kitchen. Said freezer will be chosen and purchased by members of the Property Committee.” Approved

2. Funding roof repairs

“The Finance Committee moves that the Vestry authorize the Property Committee to spend up to \$25,000.00 from the Property Maintenance Fund at EdwardJones Investments, account #1693, in the event that the cost of repairing leaks in the roof of the Sanctuary and in the roof of the Parish Hall should exceed the previously agreed fee of ‘not more than \$3,600.00’ estimated for the repair of leaks **and** the evaluation of the condition on the roofs.” Approved

3. Retaining CPA firm to perform “Agreed Upon Procedures”

“The Finance Committee moves that the Vestry approve the continuing retention of Robinson, Farmer, Cox Associates (RFC), CPAs, in Staunton, VA, for the “Agreed Upon Procedures” required by the Diocese of the church's 2019 financial books and practices. Quoted cost for this service by RFC is \$4,000, which equals the amount allowed for this expense in the 2020 Budget.” Approved

Lent, Holy Week, Easter

One or Two Vestry assigned to each service/event?

Regular 8am and 10:30am Sunday services continue

Daily Morning Prayer Continues 8:30 am

Evensong February 23

Shrove Tuesday Pancake Supper 5-7pm Christ Church Buena Vista

Ash Wednesday February 26 services: 7:30am, 12:20pm, 3:30pm Ashes only, 6pm

First Sunday of Lent March 1 Great Litany said 8am, chanted 10:30 am

Wednesday March 4 *6pm Dinner, 6:45 pm program ACTS Pastoral Care*

Second Sunday of Lent March 8 *5pm Taize*

Wednesday March 11 *6pm Dinner, 6:45 pm program Jeffries wHoly Conversations*

Third Sunday of Lent March 15 *5pm Family Service with music*

Wednesday March 18 *6pm Dinner, 6:45 pm program wHoly Conversation about Reconciling Community (LGBTQ)*

Fourth Sunday of Lent March 22 *5pm Holden Evensong in Brooke Room*

Feast of the Annunciation of Our Lord, Wednesday, March 25 *6pm Dinner, 6:45 pm program wHoly Conversation TBD*

Fifth Sunday of Lent March 29 *5pm Fifth Sunday Community Healing Liturgy*

Wednesday April 1 *6pm Pot Luck Supper*

The Passion of our Lord, Palm Sunday *Community Procession 9am*

Maundy Thursday *7pm*

Good Friday *12:20pm*

Easter Vigil *6pm Dinner, 7:30 pm service*

The Sunday of the Resurrection: Easter Day *Community Sunrise Service 7am; Taize?*

The Second Sunday of Easter, April 19 *5pm Family Service with music*

The Third Sunday of Easter, April 26 *5pm Evensong, (Haiti Trip?)*

The Fourth Sunday of Easter, May 3

The Fifth Sunday of Easter, May 10 (Mothers' Day) *5pm Taize*

The Sixth Sunday of Easter, May 17 *5pm Family Service with music*

Ascension Day, May 21 *7pm Service*

The Seventh Sunday of Easter, May 24

The Day of Pentecost: Whitsunday, May 31 *5pm Fifth Sunday Community Healing Liturgy*

The First Sunday after Pentecost: Trinity Sunday, June 7