

GRACE EPISCOPAL CHURCH

Vestry Minutes - March 13, 2018

Present: William Campbell, Anne Caputo, Jonathan Doelp, Jenni Faires, Kelly Gable, Jennifer Long, Rich Kelly, Father Malm, Richard Newman, Jennifer Pease, Jean Reed, Chris Rugaber, Mary Stewart, Laura Weidenfeld and Jan Wolff.

Call to Order

Fr. Malm called the vestry meeting to order at 7:15 p.m with a prayer. The February 20, 2018 minutes were approved as amended.

Old Business

HVAC Report

Rich Kelly provided up to date drawings of the HVAC project. The best estimate from professionals at this point is that the project could cost \$1.2 million. Rich believes this number is high and includes all the bells and whistles. He is hoping that in the end this figure will come down slightly. The preliminary plans are going to the city for review. Rich will be meeting with the contractors on Monday. Father Malm is hoping that we can vote on the final contractor at our next vestry meeting on April 17. Kristine Hesse has been invaluable during this entire process. The woman we have worked with at BB&T has just changed banks and now works at M&T, who want to bid on the project. Alternate demolition bids will be included in the project funding. Jonathan Doelp is very concerned about the money involved in this project.

Bells

Jean Reed has talked to the city in reference to any ordinances concerning church bells and also spoke to the code people re zoning. A special use permit would not be necessary. Alexandria does have strict rules about noise pollution. You must comply with Alexandria laws or get a variance. Jonathan Doelp objects to this type of bells and prefers one large bell up in the tower like the church where he was raised. Kelly Gable mentioned that this is not a new concept. This is a speaker system that can play bells. Father Malm asked Jean to do some follow up work with the city. A presentation to the congregation at a Sunday coffee hour would be a good idea. No objections were raised to his idea. Anne Caputo mentioned that ringing bells is not a non Anglo Catholic tradition. Will keep working toward a decision.

New Business

Investing Excess Funds

Chris Rugaber led a discussion on where to place excess funds. The issues are shifting Father Malm's loan payment -- \$40,000 to clergy reserve and \$10,000 to the trust. Michael Heintz has donated \$50,000 to the music program. Richard Newman has concerns about where we place that donation.

Michael wanted the funds to be used for consistent section leaders. Father Malm asked if there would then be no section leaders when the funds run out? Jonathan Doelp feels there needs to be the flexibility with the \$50,000 to use the money and also get interest. Section leaders are \$70 a call times 4 which equals \$3,360 a month. Mary Stewart says we must recognize that it is a restricted gift and when it runs out we let people know we have the need for other donations.

Evangelism Report

Jean Reed, Chair for Evangelism, presented a very thorough written report on all the evangelism activities . It also included a program plan for 2018 and complete budget. (Evangelism Report is attached).

Father Malm mentioned that there will be 1 adult and 5 children baptized in April. Mother Fanny will be doing 3 or 4 baptisms at Easter.

REPORTS

Treasurer

Chris Rugaber reported that the \$50,000 gift from Michael Heintz is currently in funds held for others This \$50,000 given to the music program will be held by the diocese under investments. He recommended that \$39,000 go to clergy reserve and \$10,000 to the trust of the money held from the loan. This passed unanimously. Father Malm mentioned that \$14,000 from capital improvements was the first payment made for architectural drawings for the HVAC project.

Jr Warden

Chris Kupczyk was unable to attend the meeting. He provided a written report which is attached.

Sr. Warden

Rich Kelly acknowledged the great work being done by the new Jr. Warden.

Rector

Thanked Cindy MacIntyre and Rich Kelly for hosting a wonderful vestry dinner.

Our seminarians, William Campbell and Ashley Mather are taking their mid- term exams. William has been called to a parish in Corpus Christi, TX after his graduation in June. We will have a seminarian trainer for the summer.

The simple suppers and our Lenten speakers were all terrific. Father Malm wished all the vestry members a great holy week.

Roundtable

Chris Rugaber - Stewardship thank you notes going out soon.

Jonathan - Doing a very much needed new checklist for lockup.

Father Malm - Jenni Faires has ordered new plastic chairs for overflow in the church.

Jennifer L. - There will be a coffee hour after the 9 A.M. service on Palm Sunday during the Intergenerational event but not after 11:15.

Anne - The Tea will be held on April 21st. Signup will start on April 3rd at 9 A.M. The theme this year is Hearts and Flowers.

Jennifer P. - Wanted to know where the April and May forums will be held. The response was that it will be decided and announced.

Anne - There is a funeral on Saturday. The scheduled training sessions will be held in the St. Mark room.

Kelly - Please keep her mother in your prayers. It is the 28th anniversary of her Father's death.

Laura - Her son is deciding where to go to school. She is 3 short for Good Friday meditations. Two vestry members volunteered.

Jenni Faires - The stump the rector series with the children has been great. The kids have had great questions.

The meeting adjourned at 9:15 with a prayer.

Evangelism 2018

Celebrant: Will you proclaim by word and example the Good New of God in Christ?

People: I will with God's help.

From the Apostles Creed, Book of Common Prayer

What We Say About Grace Church Evangelism on the Web Site!

Evangelism at Grace Church - Newcomer Ministries

Christ commanded His followers to go and make disciples of all the world. The mission of our evangelism program is to encourage Grace Church members to share their faith in Christ with those who do not know Him, and to welcome those who turn to Grace Church hoping to find Him in our midst. In furtherance of this mission, the program sponsors several ministries.

Newcomer Receptions

About three times a year, Grace hosts a reception for newcomers after the 5:00pm Sunday service. Newcomers can meet clergy, other parish members, and learn more about Grace. The dates of these receptions are announced in our bulletins and email newsletters.

Inquirers' Class

The Inquirers' Class, offered during our Christian Education hour, are intended primarily for adults who have recently become interested in the Episcopal Church and/or recently come to Grace Church. The classes cover basic information about the Bible, the Book of Common Prayer, the sacraments, and the life of Grace Church. They also serve as part of the preparation for a mature, adult affirmation of faith during the Bishop's annual visitation to Grace Church, normally in Eastertide. A new cycle of classes begins each fall. Each class stands on its own, and people join the class throughout the year.

St. Andrew's Guild

Our greeters, known as the St. Andrew's Guild, meet and welcome visitors at coffee hour, provide them with information about the parish, and introduce them to parishioners. The St. Andrew's Guild seeks to offer a warm welcome to newcomers to Grace and to look after their integration into the life of the church. Volunteers and the clergy stay in contact with visitors through emails, phone calls, in-person meetings.

Becoming a Member

The Episcopal Church defines active membership in a parish as “*all baptized members who, regardless of age, are faithful in corporate worship and in working, giving and praying for the spread of the Kingdom of God.*” In order for Grace Church to count you as an active member, we need to have your name and address in the parish records and:

1. *A record of your baptism.* We have records of all those who have been baptized at Grace. If you request it, the parish office will write on your behalf to the church where you were previously a member and ask for a letter of transfer to Grace. If you have never been baptized and you would like to consider doing so, please speak to one of the clergy.
2. *A record of your financial support of Grace Church.* Most members pledge and have a pledge number according to offering envelopes assigned.
3. *Regular attendance at church.* We are a large, diverse parish. But we hope that everyone on our rolls is known to at least one of the clergy or lay leaders of the parish.

In addition to these basic requirements for membership, confirmation, reception and reaffirmation of baptismal vows are celebrated when the Bishop makes his annual visitation. Those interested in these rites prepare with the clergy and in the Inquirers’ Class.

Evangelism Program Activities during 2017

- Banner coverage for Major Festivals and Seasons with new banners for Pentecost and for the Ministry Fair
- Every Member a Greeter campaign
- Brand new GC Schedule business card and bookmark handout in the pew racks
- Reestablished the Welcome Table in the Merrow Hall Auditorium
- Sign-Up Genius for greeters for Sundays and Special Services
- Refurbish Merrow Hall Auditorium nametag rack with all new nametags
- Wear Your Name Tag program for coffee hours
- Three Newcomer Receptions – Spring, Summer, and Fall
- Follow-up program for Newcomers, including e-mail invitations for major parish events
- Spring, Shrine Mont, and Sign-On-Sunday Ministry Fairs
- Ask Me About Grace Church posters and lapel buttons
- Art-On-The-Avenue with stained-glass and face-painting for children, distribution of over 300 food pantry bags, and invitations to Saint Francis Day Blessing of the Animals and Trunk or Treat
- Trunk or Treat event in the parking lot
- Use of social media to advertise Christmas service schedule

Evangelism 2018 Program Plan

Identify and build on what worked – Reinforce Success
Follow-through on good ideas that just need an extra and consistent push
Identify and be prepared to walk away from unproductive programs

Making Grace Church Known

- Increased social media advertising for major events/Festival Days
- Increased presence in Del Ray, Arlandria, and surrounding community
- Increased outreach presence in Alexandria Region
- Refresh Banners
- Bells

Welcoming Newcomers

- Seasonal pew card along the lines of that used this Lent
- Every Member a Greeter
- Sign-up Genius for Designated Greeters
- Coffee Hour contacts – Wear Your Name Tags, engage with the Newcomers
- Ask Me About Grace Church

Getting to Know Newcomers

- Newcomer Follow-up and engagement (by laity, not just clergy and staff), and quickly
- Invite to Foyer Groups
- Get them involved in a ministry area.

Work in Progress

Major Events/Campaign Opportunities:

- Easter
- Spring Newcomers Reception – April 29
- Pentecost - Spring Ministry Fair
- Parish Picnic
- Summer Newcomers Reception (July-August TBD)
- Shrine Mont
- Founders Day
- Fall Ministry Fair
- Art on the Avenue – “Telling Grace Church’s Story”
- St. Francis Day – Blessing of the Animals
- Seventy Years on Russell Road
- Trunk or Treat
- Newcomers Reception (November TBD)
- Advent
- Christmas

Dreams to make this happen:

New Seasonal Banner Array

Enhance AV/Media capability: Nave, Narthex, Saint John, and Saint Mark

Refresh Church Interior, synced with HVAC program

2018 Budget Request- Initial Estimate:

Publications	\$400.00
New Newcomer's brochure/booklet – <i>Everything That You Might Want to Know about Grace Church, But Might Be Afraid to Ask</i>	
Event-focused handouts/fliers	
Social Media Advertising for Easter, Advent, and Christmas	300.00
Banners	400.00
Replace two old banners	
Two New Banners (Trunk or Treat, plus one TBD)	
New La Gracia metal sign for Grace Welcome to Grace Church Sign Post	100.00
Newcomers Receptions (February, June, November) – 3 x \$100	300.00
Spring and Fall Ministry Fairs - 2 x \$100.00	200.00
Art on the Avenue Kids 2018 – “Telling Grace Church’s Story” in photographs, education, childrens’ art projects, and outreach	800.00
Contingency (planning for the unforeseen) (10%)	250.00

Total 2018 Evangelism Budget Estimate	\$2,750.00

Grace Episcopal Church
Junior Warden's Report to the Vestry
March 13, 2018

Roof and gutter repair. The executive committee would like to proceed with a number of gutter and roof repairs. This includes the replacement of the collapsed and missing gutters on the side of the church facing the soccer field, the replacement of several missing or damaged roof tiles, and repairs to many of the snow guards. The total estimated cost is \$11,145.

Exterior door re-keying. The day school has hired a locksmith to re-key all exterior doors to the building. This amounts to three new keys covering 1) the tower lobby and amphitheater doors, 2) the library hall and new narthex doors, and 3) back door near the school playground. The estimated cost is \$627, half of which the church would cover per our cost sharing agreement with the school. The work has not yet been scheduled, but I will replace the appropriate keys in the junior warden box when it does. In addition, we will most likely change the door code after Easter. (The interior doors will not undergo re-keying at this time.)

Step repair. We have hired a mason to repair the damaged flagstone step in front of the old narthex doors facing Russell Road. The mason initially planned to do the work on March 6 but canceled because of weather. We will reschedule.

Elevator call button. The light bulb on the elevator call button outside the office is burned out. Amy Medrick will ask our elevator service contractor to address it during their next monthly inspection.

Third floor water. The third floor kitchen is not receiving cold water from the taps at the main sink. (Hot water is fine.) There also are inconsistencies with water pressure when the drinking fountain is in use. We will schedule a plumber visit.

Vestry lockup procedures. I will be revising the lockup checklist in the coming weeks. Jonathan Doelp has kindly provided me with a previous checklist that he used several years ago, which I will attempt to update or merge with the current list. In the meantime, please continue to use the existing checklist.

Stained glass. Earlier this week, I spoke to Cynthia Gallagher of Willet Hauser (formerly Willet Studios), who evaluated our windows in January. While no window is in imminent danger of failure, Willet Hauser believes the time has come to begin thinking about performing maintenance on them. The main problems are glass warping and some deterioration of the lead strips. We have essentially two options—a repair, which typically would last between 10 and 20 years, and a full historic restoration, which, according to Cynthia, can last 100 years or more. The estimate we received last month is for the latter option, and would involve removing each window and shipping it to a studio. A full restoration could take up to a year. She provided a follow-up estimate with more itemized costs, which I'm still reviewing. She has offered to speak at a future vestry meeting.

Respectfully submitted, Chris Kupczyk