

**Episcopal Church of the Advent**  
**Vestry Meeting Minutes**  
**August 20, 2023**

Fr. A. Leonard opened the meeting with prayer at 12:02 pm.

**Attendance:**

Vestry Members present were Rev. A. Leonard, B. Smith, M. Francis, A. Gloria, S. Werth, J. Rutenberg, L. Price, F. Garcia, D. Hammond, and N. Smith Wong. C. Hoffman and R. Hudson were absent. Non-vestry member present was A. Cioffi Brown.

**Minutes:**

Vestry Minutes of June 18, 2023 were reviewed and approved without correction by the Vestry. Motion by F. Garcia and seconded by S. Werth.

**Rector's Report:**

Fr. A. Leonard mentioned two confirmations celebrated recently. He also discussed possible strategies for setting up the coffee hour more efficiently after the last service on Sundays.

**Treasurer's Report:**

A. Cioffi Brown reviewed the July 2023 Profit and Loss Budget Performance sheet. She discussed Choir Camp donations, the reduced pledging over the summer months, the extra cost of utilities with the summer heat, the Endowment Fund, and the current line of credit numbers. Motion to approve the Treasurer's Report made by F. Garcia and seconded by A. Gloria. Approved by the Vestry.

**Senior Warden's Report:**

B. Smith again discussed the need for those in leadership roles to build relationships with new church attendees.

**Junior Warden's Report:**

L. Price reviewed past activities of the Property Committee including landscaping, roof repair, air conditioning replacement, and siding repair near the parking lot. Future projects include line painting in the parking lot, walkway lighting, and walkway repair and upgrade.

**Old Business:**

1. The Yard Sale will be held in the parking lot on October 7 with at least two prior planning meetings in the Parish Hall at 7 pm on September 11 and 25. Details may be placed in the Anchor and possibly in the Sunday service insert.
2. An Art Show fundraiser will be held in the Parish Hall November 4. B. Leonard is coordinating the event. There have been several artists who have agreed to donate some of their work. Donations of high quality art pieces are also welcomed.
3. There will be a security update to the Vestry in September reflecting latest suggestions from Homeland Security and the local prosecutor's office.
4. The Audit Committee reported suggestions based on an internal audit for 2021 and 2022. These included completing the memo line for each check stating the purpose of the check, using a newly created check request form, copying of all deposit slips, and using a separate line reflecting deposits in all check registers. In addition, a committee chair should verify that work done for the church with that committee's oversight has been satisfactorily completed for amounts equal to or greater than \$1000. Finally, the Audit Committee and Vestry members suggested modifications to the money counting form used each Sunday to make it more user friendly. Motion for approval made by B. Smith and seconded by F. Garcia. Approved by the Vestry.

5. A Service Award will be given annually for individuals or couples who have served our church with distinction. Fr. A. Leonard requested that Vestry members send him nominations for the award by email.
6. Fr. A. Leonard mentioned the tentative hiring of a book keeper, Tracey Magill, to help the treasurer review and organize accounts. Motion to approve made by J. Rutenberg and seconded by F. Garcia. Approved by the Vestry.

**New Business:**

1. Sandy Thomson was observed by Fr. A Leonard and others to approach a minor male in church and place his hand on the minor's shoulder on June 11, 2023 in violation of his parole and a behavioral covenant made with Church of the Advent. After much discussion, a motion was made by F. Garcia and seconded by L. Price that Mr. Thompson not be allowed to attend any church function including worship on Church of the Advent property in view of the parole and covenant violations. Approved by the Vestry. Fr. A. Leonard will notify the parole officer and police of this decision. He will also draft a letter to the congregation regarding the event and will notify Mr. Thompson of this decision. Bishop French will also be notified of the situation. Another motion was made by D. Hammond and seconded by B. Smith to again review the covenant made with Mr. Thompson at the next Vestry meeting. Approved by the Vestry.
2. Fr. A. Leonard discussed the hiring of a church Sexton for 15 hours/week. An advertisement will be placed for that position.
3. Fr. A. Leonard mentioned resumption of fall programs at the church including book club, bible study, and parents of teens group.
4. Fr. A. Leonard also mentioned his planned recruitment of a new treasurer.
5. Finally, Fr. A. Leonard indicated that the fall stewardship campaign will begin in the coming weeks.

**Other Committee Reports:**

None

**Next Vestry Meeting: September 17, 2023**

**Motion to Adjourn:**

Motion made by J. Rutenberg and seconded by F. Garcia. Vestry approved.

Respectfully submitted,

Joel Rutenberg, Vestry Clerk