

**Episcopal Church of the Advent  
Vestry Meeting  
March 20, 2022**

The meeting convened in prayer by Fr. Alan at noon.

**Attendance:** *Present Vestry* – Rev. Alan Leonard, David Hammond, SW, Barbara Smith, JW, Frank Garcia, Scott Griffith, Lew Price, Noel Smith-Wong, John Coyle, Carol Hoffman, Martha Francis, Richard Hudson. Also in attendance was Alison Cioffi-Brown, Treasurer.

*Absent* – Sharon Werth

**Minutes:** Motion by D. Hammond, seconded by B. Smith to approve minutes of February 20, 2022-- *Approved*

**Treasurer's Report:** A. Cioffi- Brown reported the following:

- The transition to QuickBooks is in progress. Focus now is on budget reconciliation.
- The large receipts in pledges for February is due to quarterly and annual prepayments.
- AA is struggling to pay use of space contributions to the Church due to diminished reserves as a result of COVID. Since this represents a church outreach ministry we are not going to insist they make their full, typical contributions.

Motion by S. Griffith, seconded by R. Hudson to approve the Treasurer's Report (P & L Budget Performance for February 2022)—*Approved Pending Audit*.

**Rector's Report:** Fr. Leonard reported:

- Lenten Programs are going well and as planned: including Stations of the Cross, Anglican Rosary, Noon Day Eucharist, and Lenten Conversation between services
- By Easter we plan to move back to the traditional pre-COVID communion process. Further consideration is being given to the details of a safe process for the administration of the host and wine.

- We need worship ministry volunteers, including Chalice Bearers, Ushers, and Readers.
- In person service attendance continues to increase. We had 29 at both services today.

**Senior Warden's Report:** D. Hammond reported:

- Suggestion was made that the Vestry make calls to the parishioners to invite them back in person for Easter Sunday. Kathe C. will send out call assignments.

**Junior Warden:** B. Smith reported:

- The Cape May HPC finally approved our desired approach to our roof repair, particularly after the lack of gutters resulted in additional minor leaking.
- Our sanctuary door repair (panic bar to meet Fire Code) approach has been approved by the Fire Department Inspector. The work needs to be completed by May.
- MAC highly desires to use our Sanctuary for concerts. This season all MAC concerts will be held at Advent, which will result in additional income to the Church.
- The live-stream capabilities we now have is a key element to MAC. Two MAC representatives are now trained in the use of our live-streaming equipment.
- The landscaper completed the planned work discussed at the last meeting.
- Corbin Cogswell continues to be a significant resource to the Facilities Committee with his knowledge and contacts. The Vestry discussed recognizing Corbin for this ongoing support to the Church.
- It was moved by L. Price and seconded by N. Smith-Wong to present a Vestry Certificate of Appreciation to Corbin. – *Approved*
- N. Smith will design and produce the certificate.

**Old Business**

- Our new Sexton, Onesimo Corona has started work. Onesimo is also a part-time Sexton at the Cape May Presbyterian Church and came highly recommended.

## **New Business**

- The Vestry discussed the draft 2021 Special Report of Episcopal Congregations and Missions...(“Parochial Report”) with a focus on the criteria for membership in the Church.
- A motion was made to approve the Parochial Report by L. Price and seconded by D. Hammonds. – *Approved*
- N. Smith-Wong has been managing the Church website. She recently changed the website host contract to GoDaddy to improve flexibility of design and ease of maintenance, and is in the process of transferring the text to the new host. The Vestry was asked to review the website and report any needed changes to Father Alan.
- Father Alan is searching for an individual to head up the preparation of Church Dinners sponsored by the ECM.

## **Other Committee Reports**

- ECM-We had 15 at the March Men’s breakfast., ECM purchased a new toaster for the kitchen.
- Outreach—Donating funds to Ukrainian Relief. St. Barnabas Food Bank is expanding into an adjoining bank building that was recently donated to the mission. They are transitioning to a shopping cart style of food distribution. Father Alan will be coordinating the recruitment of Advent Volunteers to work at the Food Pantry. St. Barnabas is also starting up a Parish Nursing Program and will be coordinating with Volunteers in Medicine which provides medical services to uninsured individuals falling between the cracks of Medicaid and private insurance.
- Finance/Endowment—Will have an article on how to remember the Church in your will in the April Anchor.
- Education—Will begin to start planning for the vacation Bible school program. Considering how to get children back in the Church. Are planning an Easter Egg Hunt.

**Next Meeting Scheduled—April 24 at noon**

Motion to adjourn at 1:23 pm by C. Hoffman, seconded by N. Smith-Wong--  
*Approved*