

**Christ Episcopal Church**  
7145 Fieldcrest Drive  
Lockport, NY 14094

**Vestry Meeting**  
November 9, 2020

**Attendance**

*Wardens:* Jack Taylor

*Vestry:* Gloria Bryant, Patti Dickinson, Jim Glaser, Ken Miller, Cheryl Urtel

*Clergy:* The Rev. Thomas J Mitchell, The Rev. Joseph Kozlowski

*Excused:* The Rev. Deacon Martha Farone, Debbie Bronschidle, Cindy Theurer, Ron Steen

*Absent:*

*Guests:* Tim McQueen

Fr. Thomas Mitchell called the meeting to order at 7:03 pm. Tomorrow is the celebration of Leo the Great so we had a prayer recognizing his contributions.

**Minutes Approval**

No corrections were made to the minutes of our last meeting October 26<sup>th</sup>. Gloria Bryant moved the minutes be accepted as presented. Seconded by Patti Dickinson and carried.

**Finance**

Sue Bauer presented the finance report (see attached). The rest of the year is going to be very tight. Income is about half the budget, and because some are not paying their pledges and several others paid their 2020 pledge in full to keep us going when COVID first hit, there is less income now. In addition expenses are way up from the past few months: the heat is on, outside lights are on longer, and our 6-month period of not paying for the phone and internet are over. Gloria Bryant made a motion to allow Sue Bauer to do what is necessary to keep us afloat for the next two weeks. Ken Miller seconded the motion and it carried. Pledges are due November 15<sup>th</sup>. After that the Finance Committee will meet to review a proposed budget for 2021, which will be presented to the Vestry at the next meeting. The Finance Committee is also requested to review our current cash flow issues and make recommendations to the Vestry.

**Remarks by Clergy Present**

- Fr. Thomas Mitchell: Fr. Thomas agrees with Fr. Joe that Convention was well organized and went well. Probably the most important piece of legislation that was passed was a new 6-Diocese clergy discipline process. Fr. Thomas is just finishing a term on WNY board and found it was often difficult or impossible to find impartial people to decide a case because in a small diocese everyone knows everyone.
- Fr. Joseph Kozlowski: Fr. Joe felt Convention went well. WNY did not have a lot of business to conduct. He stayed to observe the NWPA business meeting. They have a very complicated voting process, but they seemed happy with the online results.

**Warden's Reports**

- Ron Steen – Sr. Warden: excused
- Jack Taylor – Buildings and Ground: see old business. The thermostats need to be set to 55°F in the church and parish hall.

## New Business

- Employee Benefits – We reviewed information from the Diocese on what their employees get and what most churches offer. Gloria Bryant made a motion that we do what most churches do:
    - Paid time off:
 

<b><i>Vacation</i></b>	
After 1 year	1 week
After 2 years	2 weeks
After 5 years	3 weeks
After 10 years	4 weeks
<b><i>Personal Time</i></b>	5 days
<b><i>Sick Time</i></b>	5 days
    - A week of vacation is based on the number of hours normally worked: for example the office manager works 24 hours/week, so a week of vacation is 24 hours, and a day (sick or personal time) is 6 hours since the office is open 9:00 – 3:00 Tuesday through Friday. Each employee’s schedule varies, but paid time off is based on the normal work week.
    - Everything is calculated on a calendar year. New employee’s paid time off will be prorated for the year.
    - Each year employees must use their vacation and personal time or it will disappear at the end of the year.
    - Sick time can be accumulated up to 30 days and the employee must be under a doctor’s order when using the accumulated time. When an employee leaves the job, the accumulated sick time is lost – Christ Church does not pay for accumulated sick time.
    - Bereavement time off is at the discretion of the priest in charge.
- Jim Glaser seconded the motion and it carried.

## Old Business

- Church Roof Leaks – Update, Sue Bauer: Jim Glaser made a motion that we accept the appearance allowance proposal (10% of the estimate by Property Services of WNY) from Church Insurance for the church ceiling. Accepting this proposal does not impact future claims on the ceiling as long as it is caused by a different covered event. Gloria Bryant seconded the motion and it carried. Copies of the email from Church Insurance and the estimate from Property Services of WNY are attached.
- Church Lanterns Update – Tim McQueen: Tim is still awaiting a quote.
- Heating System – Update, Sue Bauer: We had the required insurance boiler inspection. The inspector reported that the boilers are in good condition. He also asked about recent repairs and said that had we not done those repairs we could have lost our insurance.
- Re-opening Christ Church
  - Preparation of the building for use – Fr. Thomas said we will reopen for communion in the Church on 11/22/2020. There was no discussion of the survey results.
  - Submitting the plan to the Diocese: We need to get the plan into the Diocese as soon as possible so we can have permission for November 22<sup>nd</sup>. Sue Bauer will do a draft and get it to the Vestry for corrections, comments and for people to commit to the open tasks. Note: Plan draft was sent to Vestry Nov 11<sup>th</sup>, but on Nov. 12<sup>th</sup> the Bishop announced there were be no in person worship at least through the end of the year.

- Facilities Use by Outside Groups: current requests: Glee Club, Girl Scouts & NA all are anxious to get back into the Church. There was no discussion and no decision.
- Christ Church Emergency Plan - Postponed
- Employee Letters of Agreement - Postponed

**Closing**

Jim Glaser moved we adjourn. Fr. Thomas Mitchell offered the closing prayer and the meeting adjourned at 8:24 pm.

Respectfully submitted,  
Sue Bauer  
Office Manager

**Next Vestry Meeting:  
November 23, 2020 7:00 pm via Zoom**