

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

**Vestry Meeting**  
December 7, 2020

**Attendance**

*Wardens:* Ron Steen, Jack Taylor

*Vestry:* Debbie Bronschidle, Gloria Bryant, Patti Dickinson, Ken Miller, Cindy Theurer

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

*Excused:* Cheryl Urtel

*Absent:* Jim Glaser

*Other Attendees:* Tim McQueen

Fr. Thomas Mitchell is in Florida visiting his father and hosted the meeting from there. He called the meeting to order at 7:09 pm and offered the opening prayer.

**Minutes Approval**

The following corrections were made to the minutes of our last meeting: Robin Kozlowski requested that “an official Candidate for ordination” should be changed to “in the formation process for ordination to the Diaconate” to be more accurate. Cindy Theurer moved the minutes be accepted as amended. Seconded by Debbie Bronschidle and carried.

**Finance**

The Finance Report was sent to Vestry members early and is attached to the minutes. Gloria Bryant moved the report be accepted. It was seconded by Cindy Theurer and carried.

The 2021 budget was updated per our discussion last meeting and to show five new pledges for a total of \$103,160, well ahead of total pledges for 2020. Sue Bauer moved the 2021 budget from the Finance Committee be accepted. Cindy Theurer seconded the motion and it was approved. The approved budget is attached.

The Housing Allowance was sent to the Vestry and is attached to the minutes. This does not impact our finances but is an important benefit for clergy to get part of their income tax-free. Gloria Bryant moved the Housing Allowance be approved. Ken Miller seconded the motion and it carried.

Our Form 941-X for the third quarter of 2020 is ready – it corrects errors made by ADP. Cindy Theurer moved the Treasurer sign the form and it be submitted. Seconded by Ken Miller and carried.

**Remarks by Clergy Present**

- Fr. Thomas Mitchell: Our first drive-in service on December 6<sup>th</sup> went well. In the future we will have a picture of the altar as the background in Zoom. Deacon Martha Farone is transitioning to Deanery Deacon, similar to the position Deacon Pete Dempsey-Sims had. Christmas services will be 12/24 at 5:00 pm and 12/25 at 10:00 am. We need to find a better way to have services available on YouTube at 10:30 am – perhaps we need to prerecord

them, but we will investigate further. The Bishop has reminded parishes to keep their buildings closed except for outreach and recovery programs.

- Fr. Joseph Kozlowski: no report

### **Warden's Reports**

- Ron Steen – Sr. Warden: no report
- Jack Taylor – Buildings and Ground: no report

### **New Business**

- Christ Church Employee Holidays – Fr. Thomas Mitchell recommended the following holidays: New Years, Martin Luther King, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and Christmas. If a holiday falls on a day when the employee needs to work (e.g. a Sunday) or on a day that is not a normal work day (e.g. a Monday when the office is open Tuesday through Friday), the holiday becomes a floating holiday. Debbie Bronschidle moved we implement employee holidays as recommended. Cindy Theurer seconded the motion and it passed.

### **Old Business**

- Church Lanterns Update – Tim McQueen: Still no response from Hildreth. He is thinking about contacting other electricians.
- Nominating Committee: Cindy Theurer has been working on this and has two candidates for Vestry, Pat O. Few and Theresa McCabe. Robin Kozlowski, Bob Theurer, and Cindy Theurer would like to be delegates to Diocesan Convention. Cindy will email her list to the Vestry, so others know who has already been asked.
- Deb Bronschidle announced she is resigning January 1st from Outreach after a lot of years of service. She has chaired the committee for eight years and was a member of the committee for many years before that. We all want to thank Debbie for her incredible service all these years.
- Christ Church Emergency Plan: Debbie Bronschidle contacted the Director of Emergency Services for Niagara County, and they are interested in using facility as an emergency shelter. Once COVID is controlled, they will tour the facility and finalize plans.
- Ron Steen has a trainer for the cardiac resuscitation equipment. He will set up a class as soon as COVID is under control.
- In the new year we need to focus on Safe Church Training for all who need it.
- Employee Letters of Agreement – postponed to next meeting. Sue has sample letters of agreement, but we need to modify them to work for Christ Church.

### **Closing**

Fr. Thomas Mitchell offered the closing prayer. The meeting adjourned at 8:22 pm.

Respectfully submitted,  
Sue Bauer  
Office Manager

**Next Vestry Meeting:  
December 21, 2020 at 7:00 pm via Zoom**