

**The Church of the Ascension**  
**Minutes of the Vestry**  
**June 15, 2021**

**Present Via Zoom:** Rev. Stewart Tabb, Debra Griggs, Anji Harris, Doug Thompson, Olga Gonzalez Nichols, Susan Meredith, Cindy Jones, Mitch Burton, Kristan Huddle.

**I. Welcome:** Stewart Tabb called the meeting to order at 7pm. Kristan Huddle led the opening devotion.

**II. Register:** A motion was made to approve the minutes of the last meeting (May 22nd), seconded and unanimously approved.

**III. Check in:** Who taught you/how were you taught what it means to follow Jesus? Discussion followed.

**IV. Committee reports:**

A. **Finance:** Doug Thompson present. May financials are more complicated than he thought. He will be meeting with Chuck Beers and Jane Webster for clarification. He will get the May financial sheets to Vestry as soon as he is able.

B. **Building and Grounds:** Susan Meredith present. She provided the following report:

B & G has not had a committee meeting this month.

The team has been busy working on various building repairs: Day School door stops, broken window glass replacement, toilet accessory repairs in Ladies room, trouble shooting leak from choir loft AC unit.

Termites were found in some playground border material. Mark H got quotes which were all high. It was decided that Mark would treat the area with spray termite killer if any new termites were found.

The Office walls were painted and new carpeting was installed. Some old termite damaged baseboard was found on exterior wall of front office. New vinyl base was installed over this area. When old carpet was pulled up, the existing tile came up. It was properly bagged and disposed of by carpet installer. The floor was skim coated, no sanding occurred. All surfaces were sprayed down and wiped clean.

The ground crews continue to do an excellent job under the direction of Bill Willey.

The building cleaning is still being monitored by Mark H. We may be switching to new cleaners in the future.

Ritter Landscaping did the spring treatment on the lawn for crab grass. Gentle Rain came and did the spring start up for the sprinkler system. They replaced several broken heads. Land & Coats serviced the

rider mower. Professional Heating and Cooling inspected the systems per our contract. Getem and Orkin have also treated per our contracts with them.

**C. Pastoral Care:** Reported by George Maihafer:

The Pastoral Care committee is continuing to check in and support our congregants who are home bound or presently living in convalescent care facilities. As the regulations for the quarantine for SARS CoVid 2 are beginning to be lifted, our committee members who have been assigned to various members care now able to make personal visits for those individuals who are able and allowed to have guests. When the in-person restrictions in the church are lifted, I hope to hold a luncheon for our committee members in the conference room where we will be able to have an annual business meeting as well as express any suggestions for future activities. Kris Huddle will be preparing the 4th of July gift bags in the coming days for our congregants.

**D. No reports for Liturgy and Outreach.**

**E. Day School:** Reported by Mark Hattler:

Old Business

1. Cleaning Service Update

- Cleaning: Right now, we are continuing with TVG—our current cleaning service. We will be transitioning to using in house staff to do the cleaning and will coordinate with the church to cover their needs. Any extra cleaning, like waxing the floors, will be subbed out. If cleaning does not work out with day school staff, we will be soliciting new bids. This plan will save us up to approximately \$600 per month.

2. PPP update • We have 24 weeks to spend the grant money. The school's portion will be allocated to the staff as time and a half pay through approximately July.

3. 5:30 pm closing time

- Parents have voiced they would like to expand the hours to 5:30 pm if able
- Mark is investigating the specifics

4. Elementary Room • Closes June 16th

5. Pensions• New hires after their probationary period, will no longer be offered the option of a 5% pension with 4% church pension fund match. Instead, we will offer a 5% increase in pay after their probationary period.

## **V. Vestry Items:**

**A. PPP status:** Stewart will have the PPP Rep contact and share information with Doug and Mitch.

**B. Filling Staff Vacancies:** Susan's niece is working temporarily (for the summer) in the office. Stewart will be recruiting Emily Dale in search and hiring of a Music Director. Stewart has received a recommendation from Lynn Farlin for a Christian Formation Director. She is looking for a full time position (not many full time positions in this area) so we are looking at whether she could also work in the Church Office as well. Doug is looking at the budget to determine what salary could be offered to both Music and Christian Formation Directors.

**C. Returning to in person offerings:** The Bishop has lifted all restrictions. Almost every Church allows singing without masks. Following discussion the Vestry decided the following;

- a. All those who have not been vaccinated should continue to wear a mask .
- b. Masks are not required for anyone who has been vaccinated unless they are singing.
- c. Coffee hour will return soon. Discussion continued to determine where it will take place (lounge? Rose Hall?) Is the coffee machine working? etc.

## **D. Priorities:**

1. Formation and space is critical. The Vestry will continue to review space available and how it can be used for classrooms for children's formation and Christian Formation Director's office.

2. Administration: Hiring office administrator is crucial. We are grateful to Susan Meredith's niece who is working in that position during the summer.

3. Statement to the Parish: Stewart has reviewed and accepted the Parish statement created by the Vestry during their weekly planning meetings. Stewart will send out the Statement on Wednesday as well as include it in the weekly announcements.

4. Length of meetings: As the Vestry is having a weekly planning meeting via Zoom, it was decided that 90 minutes is the goal for the monthly Vestry meeting.

5. Summary of Vestry Minutes: It was determined that the summary is helpful and Debra should continue doing it. Note: Kristan (register) will now include the committee reports directly in the minutes rather than referring to an Attachment.

#### **VI. Clergy Report:**

1. The Girls Scouts will be back soon. We need to determine where they can meet as long as Rose Hall is unavailable (Day School Covid restrictions).
2. Stewart has been talking with TBPC and we have been asked if we would be interested in the possibility of hiring a joint Youth Person with TPBC. The Vestry is very interested. TPBC is considering a salary of \$20/hr, so we would be responsible for half or \$10/hr. Referred to Finance.

**VII. Schedule/Devotions:** Kristan Huddle led the closing devotion. The next Vestry meeting is scheduled for Tuesday, July 20, 2021 at 7:00 PM in the Conference Room (In person!) Susan Meredith will lead the devotions at this meeting.

Respectfully submitted,

Kristan Huddle