

**St. Luke's Episcopal Church, Sister Bay  
Vestry Meeting, April 18, 2021  
MINUTES**

Due to the pandemic, the meeting was conducted virtually via Zoom. The meeting convened at 1 p.m.

Attendees were Betsy Rogers, George Hughes, Frank Maxwell, Karen Malzahn, Paul Neuman, Pete Thelen, Carol Heil, Susan Hoffert, Norma Bramsen, Trudy Jischke, Lori Holton, Carol Ann Osinski

Guest: Meredyth Albright, Fond du Lac Diocese Transition Ministry Officer

**Opening prayer**

Frank offered the opening prayer.

**Procedural**

The April agenda was approved.

The March meeting minutes were approved.

**Transition**

To accommodate our guest, the meeting began with a discussion on next steps in St. Luke's process to hire a new rector. Meredyth noted that Frank has been our interim rector for about three months so after a discussion with the Bishop and Betsy, she indicated that it is time to start the process of creating a Search Committee of the Vestry. It is the Vestry's responsibility to call and elect a new pastor. We will need to pass a resolution to name committee members and give them their charge. Recruitment usually is done through a note in the newsletter and/or a brief presentation in announcements during services.

We also need to develop a Parish Profile; samples are on the Diocese Website. She suggested we look at St. John's in Wausau as they had the most applicants. Their editor has offered to help. We will also work with a consultant out of Oshkosh to help us through the preparation. Meredyth will help on the first and last part of the process.

The first step is to survey parishioners, using one of the Diocesan templates. She estimated conducting the survey and writing the profile can take three to four months at least. Once it is approved by the Vestry, it will be presented to the Bishop for approval. Meredyth noted that upon presentation to the Vestry we either vote to accept or reject. We do not offer edits.

The Search Committee will screen candidates and recommend finalists. The Vestry will decide if we want to see one finalist, three finalists in rank order or three finalists. She cautioned that there is a scarcity of potential applicants so we may not have three to choose from.

Currently the Vestry needs to work on a compensation package, resolving whether we want a full-time or part-time rector. She indicated that for a full-time rector with 20 or more years of experience, salaries run between \$42,000 to \$62,000. Housing averages \$1,500 per month or more. Health insurance averages \$33,000 for a full family, \$10,000 for one employee, and \$21,000 for employee plus spouse/partner. Dental insurance adds \$1,000 per year. Pension costs are usually 18 percent of the compensation. Clergy pay their own Social Security as they are self-employed, although this is something that is somewhat controversial. Additional costs include money for a cell phone (\$30 a month at the low end); mileage (\$300 a month as recommended by the Diocese); and education (recommended \$1,000 a year).

We also need to budget for transition costs which will include advertising (\$500 minimum is recommended); postage; transportation costs for a candidate visit; any events associated with the visit and, once we select a candidate to hire the moving expenses. She noted if we use a company that offers a clergy relocation discount we can get up to 40 percent off the costs.

We have already budgeted \$1,000 for 2021 based on her earlier recommendations.

She offered a timeline, if the process goes smoothly, of the following:

- Selection of Committee in May
- Parish input on Profile in June
- Approval of Profile by September
- Posting the position by mid-September to mid-October for 60 days
- Review of applications in December

She noted it would be a positive for the Committee to get all the applicants at the same time. Interviews via Skype would begin followed by second interviews and meeting with the finalist(s) in person. Meredyth predicted the new rector could be chosen by this time next year.

It may be helpful for the Vestry to consider aiding a spouse or partner in finding employment, offering names of employment agencies or, if practical, places of potential employment. This can be key to acceptance by the applicant.

She also said the Diocese recommends that once the search process begins current Vestry members remain on the Vestry for one year after the candidate is chosen. This is most important for the positions of Senior and Junior Wardens and Treasurers.

Meredyth will meet with the Vestry in May to discuss the Search Committee composition. The Senior and Junior Wardens and staff of St Luke's, including the Deacon, should not be on the Committee. It should be composed of six to nine members, with a balance between men and women, old and young, etc. No two people from the same family will be included. Up to one-third can be Vestry members (excluding the positions mentioned above and whose terms continue through the first year of the new rector's service). These Committee members would serve as liaisons to

the Vestry. Only Parishioners who are active members will be considered although, because we are a seasonal Church, seasonal residents who are actively involved while here can be considered. Finally, members must be able to keep Committee business confidential even from spouses.

After reviewing potential members, we will pick the Search Committee. Meredyth will send the relevant documents needed for this next step to Frank and Betsy for sharing with the Vestry.

### **Interim Rector's report**

Frank reassured the Vestry that as interim rector he is local so we don't need to rush on choosing a permanent rector. It's more important to find the right person. Discussion was held on perhaps having a faster schedule than suggested.

Frank attended the Diocesan Clericus on Thursday. The Bishop remains very cautious regarding Covid and believes we still need masks even if individuals have been vaccinated. With cases rising in Wisconsin and especially next door in Michigan we must continue to be diligent.

Discussion was held regarding adding services as we do have overflow on the sign up sheets although currently it's not enough. Susan pointed out that people may not add to the overflow as they don't realize that is how we will determine whether to have more services. Since seasonal people will be returning to the county soon, it was suggested we experiment with a second, 9 am., service May 2nd. George will investigate changing the sign from 8 a.m. to 9 a.m. Because the CDC has changed the guidelines on cleaning we can simply spray surfaces between the services instead of having to do deep cleaning. We also discussed alternating bathrooms so they don't need to be cleaned between services.

Frank would like to see St. Luke recognized as a little church with a big heart. He wants to be sure we get publicity on funding the Zimbabwe well. Pete said we are waiting for photos and then will issue a press release.

Spring cleanup was discussed as the carpets and floors are in need of deep cleaning. Making it a fellowship event with a meal was discussed but again, because infection rates are rising (with two more deaths in Door County) it was decided to have George investigate finding a professional cleaning service for now.

### **Senior Warden's report**

Betsy asked how long should we continue the Zoom coffee hours. With more people allowed at the service, the numbers of attending are falling precipitously. It was decided to do a coffee hour for the upcoming week and then discontinue with the move to two services.

Karen suggested we do a Zoom special event in the near future. Frank is working on developing a discussion on racism which could be that event.

The Vestry will begin meeting in person starting in June.

Carol Ann asked if we need to continue having two Enews go out each week. She currently sends a second Enews for the Sunday service signup. Carol Ann and Carol will discuss logistics offline and bring back their decision to the Vestry.

### **Junior Warden's report**

George reported that one of our two cleaning women is retiring and that the remaining worker will be challenged to clean the whole church by herself each week. It was decided to create a bidding document with specific requirements so we can give applicants a full understanding of what we need. George pointed out we could be liable for any hires but we were informed that cleaners need to provide their own insurance coverage as they are self-employed.

Betsy will be donating a vacuum cleaner so we have one for upstairs and one for the downstairs.

Lori asked if we have considered using a professional exterminator to address the mice. George has put out bait and traps, which have been productive but because the church is an old building there is still a good chance more can get in from the outside.

It was also suggested that each standing committee regularly look through their records to determine what must be kept and what can be disposed of.

George also said he is addressing the fly problem this week.

### **Treasurer's report**

Karen sent the report via email. Our total income for March was \$9,419. She asked Frank to follow up with the Diocese on our obligation to pass the plate at service. Because we now have more than 20 people attending church, some place their offerings in the plate located near the door. Therefore we now need counters for each week.

Frank commented that Matthew Payne, Lay Canon for Administration, sent him information about the Payment Protection Program (PPP), which is a business loan program established by the Federal Government as part of the Coronavirus Aid, Relief and Economic Security (CARE) Act, and suggested we apply for it. He asked the Vestry if we need to do this. He pointed out the PPP is designed to help businesses and nonprofits pay their staff but that other churches are more financially strapped and since this is a one-time payment it would not help us establish the new rector's salary. Discussion included the question as to whether we could use it for Outreach. Paul will review the application.

### **Stewardship**

No report

**Outreach**

The Committee will meet on Tuesday, April 20, at 3 p.m.

**Old business**

none

**New business**

Paul said he was asked by a parishioner whether the Vestry meeting minutes were posted online. The parishioner suggested they were difficult to find. Carol Ann will include a weekly notice in the Enews with a link.

Carol volunteered to lead opening prayer for the May 17th meeting.

The meeting adjourned with prayer at 3 p.m.

Respectfully submitted,

Susan Hoffert  
Vestry Clerk