

# EPISCOPAL CHURCH OF THE HOLY SPIRIT FEBRUARY 15, 2022, VESTRY MINUTES

Action/Date Due  
for Review/  
Assigned To

**Date:** February 15, 2022    **Time Started:** 4:30 p.m.    **Time Ended:** 7:00 p.m.

**Next Meeting:** March 15, 2022, at 4:30 p.m.

**Members Present:** Kathleen Phillips, Senior Warden; Mark Holland, Dick Jordan, Nancy Larkin, Pam McNally; Barbara Schauer; Rebecca Sharp; Carol Van Voorhis

**Members Absent:** Peggy Wilson, Junior Warden

**Other Attendees:** David McNair, Rector; Bill Sewell, Treasurer; Lorrie Cooper, Clerk (partial attendance); Peggy Barnes; Margie Haaga; Nicki Toole

\*\*\*\*\*

;

## DISCUSSION/FINDINGS/CONCLUSIONS

AGENDA ITEM: **Call to Order, Prayer or Reading** (*David McNair*)

AGENDA ITEM: **Election of Lorrie Cooper as Clerk** (*David McNair*)

AGENDA ITEM: **Vestry Minutes Approval** (*Acting Clerk, Nancy Larkin*)

AGENDA ITEM: **Financial Report** (*Bill Sewell*)

Attached are financial reports for the month of January. Pledge receipts (including prepayments made in 2021 for fiscal 2022) for the month were \$50,728 and total receipts were \$52,152, 337% of the budgeted amount. Expenses were \$1,052 below budget with savings spread through most line items.

Although it is early in the year, I feel that it is appropriate for the Vestry to consider amending the operating budget. To assist in considering changes, members of the Finance Committee have been invited to attend the February 15 meeting of the Vestry.

Unanimous vote in favor of electing Lorrie Cooper as new Vestry Clerk

Minutes from the January 18, 2022, meeting recorded by Nancy Larkin were unanimously approved.

**FEBRUARY 15, 2022**

**EPISCOPAL CHURCH OF THE HOLY SPIRIT, FEBRUARY 15, 2021**  
**VESTRY MINUTES**  
**DISCUSSION/FINDINGS/CONCLUSIONS**

<b>Action/Date Due for Review/ Assigned To</b>
--

Arising out of the budget presentation at the annual meeting, discussion that followed and David's letter to the parish dated January 20, we have received additional 2022 pledges and commitments of at least \$14,000. Along with these commitments, we received messages of concern that staff members, and particularly the Rector, were being asked to continue their loyal service with no increase in compensation. The budget adopted in January included pledge income of \$170,000, an earmark of PPP reserve funds of \$8,000 and a faith deficit of \$8,242. At present we have received pledge commitments totaling \$181,689.

To have a meaningful budget for comparison to actual performance as we move through the year, I propose that budgeted 2022 pledges be amended to \$181,500, an increase of \$11,500, and that this increase be offset by a combination of (1) increasing staff compensation, (2) reducing the expected use of PPP reserve funds and/or (3) reducing the projected operating deficit. The adopted budget includes a 3% increase from 2021 for the Lay Assistant, Martie Carson. The cost of providing an approximate 3% increase for the Communications Assistant, the Sexton, the Pianist and child care workers for the year is \$450.

The cost of providing a 3% increase for the Rector, including increased pension and sabbatical contributions, is \$2,550. I have also been asked to calculate the cost of providing a 5% increase for the Rector. That is \$4,250.

If the budget is amended to include a 3% increase for all staff:

Increased pledges	\$11,500
Increased Compensation	(\$ 3,000)
Available to reduce PPP earmark and/or faith deficit	\$ 8,500

If the budget is amended to include a 5% increase for the Rector and 3% for other staff:

Increased pledges	\$11,500
-------------------	----------

Following discussion, the Vestry voted to amend the 2022 operating budget as follows:

- Increase budgeted pledge revenues from \$170,000 to \$181,500.
- Increase Rector compensation by 5%.
- Increase Lay Assistant compensation, approved in the original budget at 3%, to 5%.
- Increase compensation for other staff (communications assistant, sexton and pianist) by 3%.
- Reduce the budgeted operating deficit to just over \$2,000.

All changes are retroactive to January 1, 2022.

**EPISCOPAL CHURCH OF THE HOLY SPIRIT, FEBRUARY 15, 2021**  
**VESTRY MINUTES**  
**DISCUSSION/FINDINGS/CONCLUSIONS**

Action/Date Due  
for Review/  
Assigned To

Increased Compensation (\$ 4,700) Available to reduce PPP earmark and/or faith deficit  
\$ 6,800

I realize that these changes are a lot to absorb, especially for those of you who don't work with financial statements on a regular basis. If there is anything I need to clarify prior to the February 15 meeting, please reach out and we will work through it.

**AGENDA ITEM: Sr. Warden's Report** *(Kathleen Phillips)*

Kathleen recapped the status of the **Library Overhaul Project**. See referenced document for details.

**Reports from Committee Liaisons:**

Rebecca Sharp recapped her written report on *La Esperanza* activities where Paula Velazquez has been hired as co-director. ECHS *Mujeres* is meeting weekly and participating in community activities. See Referenced document for details.

**Church Library Being Updated:**

Susan Sherard has pulled books from the shelves and sorted into broad categories for culling and/or donating. Ty Jones is working through these (350 books and counting...). He will set up a "Free Book" table in the lobby for parishioners to browse and select for their own collections. Leftovers will be dispersed. Kathleen is updating the digital catalog on LibraryThing.

**Finance Committee:**

Peggy Barnes will present report at the Vestry meeting on February 15.

Other activities are included in Rector's Report.

**AGENDA ITEM: Jr. Warden's Report** *(Peggy Wilson)*

As I reported in January, with the help and research of Dick Jordan, we are working to secure an air quality /safety option with the primary area of interest at this time being the sanctuary.

The sanctuary's air quality issue will be discussed at the March V. meeting.

**EPISCOPAL CHURCH OF THE HOLY SPIRIT, FEBRUARY 15, 2021**  
**VESTRY MINUTES**  
**DISCUSSION/FINDINGS/CONCLUSIONS**

<b>Action/Date Due for Review/ Assigned To</b>
--

At the January meeting we tabled the bid from Steve Austin of Austin Heating in an effort to see if there was any further information on this air cleansing unit.

**Sanctuary Atmospheric Safety Study Results:**

Steve Austin's proposal to install a Phenomenal Aire Series R6.0 CPG air cleansing unit in the sanctuary air handling system: The price would be \$1500 (plus recuperable sales tax) with no current or future costs unless/until the unit is out of warranty and it fails. The system appears extremely effective, removing well over 99% of pollutants including viruses.

The EPA says that while the technology is still relatively new, it is definitely effective at eliminating the Covid 19 virus and may be marketed/promoted as effective if the manufacturer has complied with certain guidelines. The technology is known as needlepoint cold plasma bipolar ionization and the EPA has advised that it may be marketed as an antiviral remedy. – While there is as yet no published standard for certification of efficacy, we have info as to testing methods and standards utilized by the independent laboratory which physically evaluated Phenomenal Aire's system in 2020. We feel we are now ready to ask the Vestry to approve the purchase and installation of a Phenomenal Aire Series R6.0 CPG air cleaning unit from Austin Heating and Cooling.

**Additional Ongoing Projects:**

- **The hallway can lights** are not working at either wall switch, and an electrician has been called in to meet with me in order to investigate the cause of this situation. (Do we have an inhouse electrical person?)
- **The large dead pine tree** at the left along the woods edge by the driveway switchback has been taken down. I received three bids. As a result, Griffey Tree Service came and removed it for \$500. (Thank you for supplying me with additional tree services for bids).
- **Memorial garden plaque:** Now that we have approval for proceeding with the new Memorial Garden plaque, the question becomes how to fund its purchase. The cost is estimated at \$3,000 plus tax and shipping, plus an additional \$200 for mounting post materials and installation. Susan Sherard and I will meet together to figure out payment possibilities as well as looking into what the budget can offer towards purchase.

**EPISCOPAL CHURCH OF THE HOLY SPIRIT, FEBRUARY 15, 2021**  
**VESTRY MINUTES**  
**DISCUSSION/FINDINGS/CONCLUSIONS**

<b>Action/Date Due for Review/ Assigned To</b>
--

- **“To do” list additions for Vestry:** We need to double check the settings on the thermostats after services due to heat often left running when the building is empty . I will post at each thermostat simple instructions for use. For the first month or two, I will be available most Sundays to provide a tutorial on the functions — just grab me when it’s your Vestry duty Sunday.
- **Driveway Bank Project:** Due to the budget concerns and no response from Pangle construction, updates on the bank project at the bottom of the driveway are currently on hold.

**AGENDA ITEM: La Esperanza** *(Rebecca Sharp)*

**Mujeres** has been meeting weekly on Thursday at ECHS making salves, lip balms, soaps, and praying the rosary. On nice days we sit outside and eat lunch. Some of the **Mujeres**, along with Paula and me, are taking an eight-week Mindfulness class on Tuesday evenings via Zoom. This course will help the women learn to take better care of themselves as well as address anxiety issues.

Paula has been hired as La Esperanza’s co-Director! She will teach ESL and Zumba classes, having been trained for both in Mexico. We plan to begin the ESL and Zumba classes in March, possibly holding both at ECHS. Zumba would be offered only to the **Mujeres**. ESL will be offered to the wider community. We are looking at other locations for offering classes such as Mars Hill Baptist Church and Northview Trailer Park Baptist Hispanic mission church.

We are currently in the grant application process with WNC Bridge Foundation in our ongoing search for funds to maintain La Esperanza.

Our hiking club will hike the Laurel River trail Saturday, February 26, carpooling from the Marshall Ingles. All are invited! We also have a fundraiser luncheon planned for Thursday, March 17, at Mars Hill Baptist Church. 11:30 - 1:00. And oh yes .... we will begin painting our "new office" in the next couple weeks! We have received donated desks and filing cabinets.

**EPISCOPAL CHURCH OF THE HOLY SPIRIT, FEBRUARY 15, 2021**  
**VESTRY MINUTES**  
**DISCUSSION/FINDINGS/CONCLUSIONS**

Action/Date Due  
for Review/  
Assigned To

**AGENDA ITEM: Outreach** *(Nancy Larkin)*

The Outreach Fund contains \$2,936.00

Future First Sunday Offerings

- **February**- Neighbors in Need
- **March**-Empowering Madison Youth for Success
- **April**-Community Housing Coalition

**Afghan Refugees** — Information was put into the Weekly Spirit regarding these needs,

**March- A-Hope Collection** — Mary Jo Sparrow will collect for breakfasts. She will begin the collection at the end of February and it will happen on a quarterly basis.

**AGENDA ITEM: 2022 Vestry Committee Assignments** *(David McNair)*

Property Committee:	Peggy Wilson
Stewardship:	Nancy Larkin
Youth and Children:	Pam McNally and Rebecca Sharp
Outreach:	Nancy Larkin
Finance Committee:	Kathleen Phillips
Christian Formation:	Mark Holland
Celebration Committee:	Carol Van Voorhis
Communications:	Kathleen Phillips
La Esperanza:	Rebecca Sharp
**New Member/Evangelism:	Barbara Schauer and Rebecca Sharp
Church Caring Crew:	Dick Jordan and Carol Van Voorhis

**\*\* The topic of Membership/Evangelism will be scheduled in New Business at the next meeting.**  
**Volunteers for this new ministry: Ingrid Diederer and Amanda and Loraine Hilty.**

**EPISCOPAL CHURCH OF THE HOLY SPIRIT, FEBRUARY 15, 2021**  
**VESTRY MINUTES**  
**DISCUSSION/FINDINGS/CONCLUSIONS**

Action/Date Due for Review/ Assigned To
---

**AGENDA ITEM: Rector's Report** *(David McNair)*

*See referenced document for details on all topics covered.*

**1. Pastoral issues:**

**Roger Hartner** – received the second of four scheduled chemotherapy treatments last Wednesday. Roger said (on Thursday) that he is feeling more like himself after this second treatment and is not feeling the fatigue that he experienced after the first treatment. After the four chemo-treatments, he will undergo scans to determine if the cancerous tumors/areas have been reduced.

**Patty Schlenker** – the daughter of Pam McNally has been diagnosed with cancerous tumors. Patty is married and has five grown children. We will ask Pam if she would like to share an update on her daughter at our meeting.

**Ann Smith's mother, Linda** – who lives in Maine has contracted COVID-19. She is in her 90's and has advanced dementia. Anne reported Sunday that she is doing slightly better.

**Paula White's grandmother, Maria Vargas** - lives in Puebla, Mexico. She has internal bleeding and has been admitted to a hospital in Puebla. Currently, she is undergoing medical test to determine the source of the bleeding. Paula said her grandmother's son, (Paula's uncle) recently died from COVID and this has been very hard on her grandmother.

**2. Welcome Carol Van Voorhis and Rebecca Sharp to the Vestry!**

**3. Visitors to ECHS in recent weeks: Brian and Sue Murphy, 14 Timber Hill Drive, Leicester NC 28748. #703-507-7668. [bkmurphy2@gmail.com](mailto:bkmurphy2@gmail.com) Review Vestry practice of writing notes to ECHS guest.**

*Discussion:* Inconsistency in procedures. Greeters have too many duties with the arrival of parishioners and visitors. Greeters have difficulty getting names of all attendees for the list in case of someone testing positive for CoVid-19..

**4. ECHS was awarded a Diocesan Congregational Vitality grant for \$3,000 last week. This grant will be used to contract with Virginia Taylor, the diocesan Missioner for Communications, who will be working with us to create a new ECHS website. A committee has been formed to work with Virginia in creating the new website. Members are Lorrie Cooper, Julie Johnson, Susan Sewell, Kathleen Phillips and myself.**

Recommend that Vestry Rep handle Attendee Roster.

**EPISCOPAL CHURCH OF THE HOLY SPIRIT, FEBRUARY 15, 2021**  
**VESTRY MINUTES**  
 DISCUSSION/FINDINGS/CONCLUSIONS

<b>Action/Date Due for Review/ Assigned To</b>
--

The new website launch date is set for June, 2022.

The grant will cover the cost of developing and implements a new ECHS website. Reference written report for details. Note that the current website is still active and will remain so until new site is ready to launch.

The target date falls within June, 2022.

5. (See survey dated 2-12-22 of Episcopal Churches in WNC) Consideration of proposed modifications to our ECHS COVID-19 protocols. **The following three modified protocols are effective Sunday, February 20, 2022:**

- \* The congregation is permitted to participate in congregational singing while wearing masks.
  - \* The presider, preacher and lesson readers are permitted to remove their mask while preaching/reading at the lectern or presiding from the front of the sanctuary. The priest will continue to wear a mask while celebrating Holy Eucharist.
  - \* Singers/musician(s) are permitted to remove masks while singing from the back of the sanctuary.
- (Our current ventilation protocols will continue during the Sunday morning worship services).

6. Consideration of proposal to begin Lenten gatherings at ECHS on Wednesdays 6:30 – 7:30 p.m. during the season of Lent beginning, March 9.

7. Dr. Jonathan McCoy, the Director of The Center for Diversity, Equity, and Inclusion at MHU, is scheduled to be our guest preacher on Sunday, Feb. 27, 2022. His sermon topic: *“The Inclusion Ministry of Jesus Christ.”*

8. Consideration of a proposal to initiate a new ECHS Committee to brainstorm/explore/begin new efforts to welcome, invite and engage new people in the life and ministry of ECHS.

9. Susan Sherard, Mark Holland, and I are meeting to consider restarting our ECHS Black Jesus Book group soon. Details TBA.

10. I will be meeting with local Madison County clergy next week to plan the Community Ash Wednesday service at 12 p.m. at Broyhill Chapel on the campus of MHU. There will also be an Ash Wednesday service here at ECHS. Time TBA.

Unanimously approved as written.

Voted approval of in-person gatherings for Wednesday night programming during Lent. Dates of Lenten programs TBA. They will be held without food.

Vestry members are encouraged to attend the **Diocesan Indigenous Ministry Conference**

**EPISCOPAL CHURCH OF THE HOLY SPIRIT, FEBRUARY 15, 2021**  
**VESTRY MINUTES**  
**DISCUSSION/FINDINGS/CONCLUSIONS**

Action/Date Due  
for Review/  
Assigned To

**11. Diocesan Indigenous Ministry Conference**, Sat., March 26, 9a.m. – 3p.m. at Trinity Episcopal Church, Asheville. As part of our diocesan Centennial celebration, this conference aims to be honoring and educating about the indigenous land we are blessed to live on and the indigenous peoples who have called WNC home for millennia before the establishment of the Episcopal Church in WNC. Each of the guest speakers has indigenous backgrounds in WNC. To register, go the [diocesewnc.org](http://diocesewnc.org)

**AGENDA ITEM: Old Business** *(David McNair)*

Consideration of request to permit the monthly Men’s Breakfast to begin on Sunday, March 6.

**AGENDA ITEM: New Business** *(David McNair)*

**Men’s First Sunday Breakfast Group** requests approval to resume, with food, unmasked.

- Discussion on protocols.
- Agreement to allow under conditions of weather permitting to be outside or with ventilation in meeting room. Two people handle food prep.

**Monthly meeting Schedule:** Agreement to continue at 4:30 on third Tuesdays.

The topic of Membership/Evangelism will be scheduled in New Business at next meeting.

**AGENDA ITEM: Next Vestry Meeting** *(David McNair)*

**Tuesday, March 15, 2022, at 4:30 p.m.**

Respectfully submitted,  
Lorrie Cooper, Clerk

Vestry will  
continue to  
meet at  
4:30p.m.  
on third  
Tuesdays.