

**Vestry Meeting Minutes**  
**May 19, 2020**  
**Via Zoom**

**Vestry Members Present:** Kim Kitterman, James Aldinger, Lisa Buckner, Madge Deacon, Bailey Fountain, Will Hayley, Kathryn Jasper, Nancy Manire, John Owen, Heidi Rupke, Ginny Strubing, Edwin Thorp, Laura Trott, John Webb

**Vestry Member Absent:** Anna Kathryn Word

**Clergy Present:** Scott Walters, Amber Carswell, and Paul McLain

**Others Present:** Julie Bethell, Steve Smith

**Call to Order:** Scott Walters called the meeting to order at 6:03 p.m.

**Opening Prayer:** Laura Trott opened with prayer.

**Reconnecting:**

Vestry members updated each other on their lives during the past month. Lots of walking, working remotely, schooling children at home, gardening, missing each other, and looking forward to being able to worship together soon. All of us are thankful for the wonderful live stream videos of Calvary's Sunday morning services, and we are so thankful to all the clergy and staff for all of their hard work during this time.

**Approval of Minutes:**

April Vestry Meeting minutes were approved, with Ginny Strubing making the motion and Nancy Manire seconding.

**Financial Report:** Steve Smith/Tony Graves

April Balance Sheet and April Revenue and Expenses Report - Summary are both posted on Basecamp.

Tony Graves posted his report as a message on Basecamp attached to the April financials.

**Highlights:**

- Reworked Revenue/Expenses methodology to better align actual results and budget; seems to be working well to eliminate some of the noise in month-to-month variations.
- Revenue is ahead by \$43,000 due to large Foundation gift and Jan. parking bonus. (Created separate category for Foundation gift.)
- Expenses are in-line.
- Parking lot revenue will be back in budget next month. We forgave May payment from our operator, who needed relief after paying in full for March and April when lot was basically empty. Jan. parking bonus we received will offset forgiven May payment.

- On Balance Sheet – PPP proceeds are included in cash, but also showing as a liability until loan is forgiven.

Steve Smith reported that we are looking good financially. Steve noted that the April Revenue and Expenses Report has a slightly new format, giving a one page summary of the detailed report of revenue and expenses.

We have not yet received monthly Calvary Place payment. “Other expenses” variance was due to Waffle Shop. “Other community service” variance (under budget) was partially due to a \$10,000 grant received, and partially due to the fact that community service does not have equal expenses every month. We have altered budget numbers to bring it in line with actual expenses, since some are monthly, some are yearly; pledges also aren’t paid monthly. Pledge payments for April were strong, and pledge payments continue to come in at a good pace.

Between March and April’s Vestry Meeting, the Vestry gave its approval by email/Basecamp to open a separate bank account, “Calvary Episcopal Church, Inc., PPP Account” at First Horizon to hold PPP (Paycheck Protection Program) funds received by Calvary in the amount of \$202,500.00, so that our use of these funds can be clearly tracked and accounted for.

The Financial Report was approved by the Vestry.

Steve next spoke about Calvary’s Annual Parochial Report (posted on Basecamp), which is like a state-of-the-church report to the National Church, listing membership gains/losses, baptisms, attendance, etc. Calvary is the strongest giver to the Diocese. Calvary’s yearly operating revenue determines how much is paid to the diocese - 10% of Calvary’s operating revenue is given yearly to the Diocese.

Madge questioned if our giving to the diocese next year will need to be adjusted due to COVID-19 and/or PPP funds. At this point we do not know. Bishop Phoebe is supportive of keeping as much as possible of a church’s PPP funds locally.

### **Rector’s Report: Scott Walters**

#### Reopening Plans - Worship

We have a task force (made up of a few medical providers at Calvary) helping with reopening plans for worship. The task force has met the past two Sundays to discuss ideas of safe practices. The goal is for June 7 to be our first Sunday to be open for attendance. The task force did a walk-through with Baptist Hospital personnel, showing them our proposed plan for Sunday morning services and getting their feedback.

Some details at this point: Sign Up Genius online sign-up, paper sign-up, or phone call sign-up to enable people to sign up for seats in church; room for 32 households; households seated at end of pews and skipping a couple of pews vertically; wearing of masks; entry to church one group at a time; groups spaced out as they wait to enter church; probably no congregational singing for now; no communion (at least in June); no

nursery or Christian Formation classes for now; we want people to be educated about the risks to themselves and others before signing up, but we will not be policing them; no decision yet regarding taking temps at door of church. Because of our building's layout, we can distance effectively. Ebet is recruiting a group of "Covid ushers" to be trained by Edwin Thorpe and Betty Jo Dulaney.

Robyn Banks is creating a survey to send to parish asking questions about peoples' readiness to return physically to church.

After June 7 service, we will regroup and see what was learned. In future, decide how we might add services – possibly an evening service similar to Evensong, possibly a second Sunday morning service.

Ginny Strubing noted that she appreciates the "virtual coffee hour" held after our live-streamed services on Facebook. Laura Trott noted that she is glad we will continue to offer live streaming of services even after in-person services resume. Scott noted that we will also continue Morning Prayer online.

Madge noted that the public announcement made by the interfaith group of faith leaders (of which Scott was a part) was wonderful.

#### Reopening Plans - Office/Staff

Scott noted that today (May 19, 2020) was the staff's first (optional) in-person weekly Staff Meeting. It was held in the Great Hall with appropriate physical distancing. Very much wanted and was very helpful. They discussed concerns, worries, and gave good input regarding wants/needs regarding continuing to work from home vs. returning to office space.

Calvary is not currently open to the public. However, we are working to see if/when we can resume in-person AA meetings at Calvary.

#### Reopening Plans - Calvary Place

Scott posted on Basecamp two documents received from Calvary Place: "New Policies, Procedures, and Benefits" and a FAQ re New Operating Policies. These documents discuss COVID-19 related changes/procedures to the operation of Calvary Place. At this time, the groups involved in COVID-19-related decision-making at Calvary are not supportive of Calvary Place's desire to reopen. We will keep an eye on what other child-related businesses are doing.

#### Master Plan/Capital Campaign Update

Capital Campaign committee had closing meeting with architects and capital campaign consultants. Discussed how to scale back if needed and still turn toward our community and live into our goals. Now is a good time to pause for a few months while we see what the future holds. Meg and Scott Crosby recommend reassessing after our 2<sup>nd</sup> quarter to see where we are financially and as a community; additionally, building costs might decrease.

Scott reminded us that some of our LPS Speakers have been interviewed by Heidi Rupke, Paul McLain, and Scott – listen online! Also, a big thank-you to Heidi for all of her work on the Lenten Preaching Series.

**Senior Warden's Report: Kim Kitterman**

Honoring Doug Franklin

We would like to honor Doug Franklin for his years of leadership at Waffle Shop. Madge Deacon, along with John Owen and John Webb, are heading up the effort and are researching the idea of reinstating/updating a former way that Calvary honored members.

Vestry Buddies

Kim thanked all the vestry members who have reached out to their Vestry Buddies. It's not as easy with COVID-19, but now might be a good time to reach out and show that we care and are thankful for their hard work during this time. Contact Kim with any questions.

**Adjournment: Scott Walters**

The meeting was adjourned at approximately 7:20 p.m.

Respectfully submitted,  
Julie Bethell, Clerk