



THE EPISCOPAL PARISH CHURCH OF
ST. CLEMENT OF ROME,
& SS. ABSALOM JONES & MARTIN LUTHER KING, JR.
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VESTRY MEETING MINUTES MAY 15, 2022

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Present for the meeting were: Kevin Smith, Rector; Michelle Heyne, Senior Warden, Louise Allen Briscoe, Junior Warden, Tim Helming, Bobbie Pearson, and Duncan King, which constitutes a quorum. Absent: Mawg Ellithorpe. Roy Sparks, Treasurer, also attended.

A draft agenda was circulated by the Rector prior to the meeting; the Treasurer also forwarded a narrative financial report by email on May 11.

The Rector opened the meeting. The Senior Warden listed agenda items and asked if there was anything to add.

I. VESTRY MEMBERSHIP

- A. Gail Scheible has resigned. Duncan King was nominated to replace her. Duncan stepped away while the vestry discussed his nomination. *It was moved and seconded that the nomination be accepted and Duncan was unanimously elected as her replacement.*
- B. Mawg has requested a 3-month leave of absence while she determines where she will be living. *Her 3-month leave of absence was unanimously approved.*

II. A NEW NURSERY

- A. A nursery will be set up to attract new members with young children. Have in place by September. We will also need to advertise in advance and note the start date.
- B. We can use non-operating funds to pay for this (i.e., recent significant bequest) since creating a nursery is connected to our strategic priority of working to grow the parish.
- C. We discussed the fact a nursery is necessary to attract families with young children and that it needs to be reliable. That means we have to create and staff the nursery before the demand is there. Accordingly, we expect to have to pay staff for a significant period before there are children. The plan is to invest in the program for a year and evaluate it next June.
- D. We need to have two staff for the nursery.
 - 1. *Kevin will get a job description from Rebecca*
 - 2. *Duncan will find out what current hourly payment is.*
 - 3. *We will check with parishioners first to see if there is any internal interest/internal contacts for this paid role.*
- E. We will vote on a budget at our next vestry meeting.
 - 1. *Kevin will investigate and distribute equipment costs in the next 1 – 2 weeks.*
 - 2. Baby changing table will go in the bathroom, anchored to the wall. Bathroom will have to be improved – better lighting, etc.

- III. MINISTRY INVITATION/TRAINING – lectors, greeters, altar guild, acolytes/altar servers
 - A. Invite parishioners via announcements, email blast, bulletin, cards on tables
 - B. Provide interim training to allow new folks to start immediately; schedule and promote deeper training to be held in late September.
 - C. Notify volunteers that the expectation is to serve for about three - six months.
 - D. Hold a commissioning during the Sunday Eucharist in the fall.

- IV. WEBSITE UPGRADE
 - A. Vestry members were asked to provide input on church websites. Suggestions were:
 - 1. Make entries brief
 - 2. Include links to other information
 - 3. Have Kevin consider a blog of his daily reflections
 - B. Tim will provide some suggestions for a professional to hire to do the work. That work would take place with a small group that has not been appointed.
 - 1. Phase 1 will include improving the wording, deleting inaccuracies, updating pictures
 - 2. Phase 2 will work on developing the look and feel of the website.
 - C. Content:
 - 1. Use the outcomes of the St Clement's 2040 project.
 - 2. Include interviews with a variety of parishioners
 - 3. Calendar of events

- V. REPORT FROM THE RECTOR AND WARDENS ON PROGRESS OF ST. CLEMENT'S 2040
 - A. The evening for newcomers was a success. Four newcomers, the Rector and both Wardens attended. These will be scheduled when we notice we have 2-3 new people.
 - B. Michelle observed that people have been cooperative about using name tags and that it's important this become a habit. She explained that it's important to use name tags routinely, in preparation for newcomers who may join us in the future, and to help those already here who may forget.
 - C. Michelle will talk to a developer about possible interest, and she and Fr Kevin will continue to explore options for the church property.
 - D. Bobbie stressed the importance of ministering to the larger community.
 - E. There were various discussions of possible formation opportunities during the week. We discussed the importance of staying strategically focused – what will best help us achieve our objectives? What is consistent with our identity as an Anglo-Catholic parish with an African-American heritage? And what do we have the energy and resources to do well?

- VI. CALENDAR
 - A. Michelle set up a dry erase calendar for scheduling. First come, first served.
 - B. Formation ideas can go to Michelle. Some events could be open to the larger community.

- VII. PARISH DIRECTORY & PHONE
 - A. Fr Kevin obtained the directory from Carl Beshara. He is gathering birth dates from parishioners.
 - B. A hard copy of the directory will be generated, as well as continuing to use the on-line directory.

- C. The parish phone has successfully been transferred away from Kevin's personal cell phone and to voice mail. Kevin and Roy will create an appropriate voice mail message that explains the potential delay in response and offers general social service resources.

VIII. NEXT MEETING: June 14, 6:30 pm

IX. FINANCIAL REPORT

- A. We received a high-level financial report by email stating that we had received over \$70K of income through May 8 (approximately half our annual income) and four pledgers have paid their pledges in full. Expenses were \$47K, which is very close to budget. The operating fund balance was just over \$41K and Roy said he expects expenses to exceed income in the remaining 8 months of the year.
- B. The official financial report was not available during the meeting. Roy said he'd send after the meeting and the vestry will approve at the June meeting.

X. NEW BUSINESS

- A. Roy proposed that Philip and John receive a 5% raise. After discussion, it was decided to make the increase effective retroactive to January 1, 2022. This was moved and seconded. *The increase was unanimously approved.*
- B. Roy reported that Don and Eleanor will be the audit committee to review the parish's finances. Review must be completed by the end of June.
- C. Roy, the Senior and Junior Wardens, and Mary will be the authorized signers on St. Clement's bank accounts.
- D. Roy is considering moving the St. Clement's CD to a credit union to get a better rate, though the existing operating account would remain at our current bank.

XI. It was moved and seconded that the meeting be adjourned at approximately 1:40 pm. *This was unanimously approved.*

Respectfully submitted,
Louise Allen Briscoe
Junior Warden