



THE EPISCOPAL PARISH CHURCH OF  
**ST. CLEMENT OF ROME,**  
& SS. ABSALOM JONES & MARTIN LUTHER KING, JR.  
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## VESTRY MEETING MINUTES JUNE 14, 2022

### VESTRY MEETING MINUTES

Fr. Kevin celebrated Mass prior to the vestry meeting and we convened at approximately 6:50 pm in the parish hall. Present for the meeting were: Kevin Smith, Rector; Michelle Heyne, Senior Warden, Louise Allen Briscoe, Junior Warden, Tim Helming, and Duncan King, which constitutes a quorum. Absent: Bobbie Pearson and Mawg Ellithorpe. Roy Sparks, Treasurer, also attended.

A draft agenda was circulated by the Rector prior to the meeting; the Treasurer also forwarded financial reports through May month-end, along with a narrative financial report by email on June 13.

The Rector opened the meeting and asked whether there were items to add from the agenda previously circulated. The Senior Warden took minutes.

#### I. MAY MINUTES

MOTION: To approve the May vestry meeting minutes as previously submitted via email. The motion was seconded and unanimously approved.

#### II. NEW NURSERY

- A. Summary of Prior Discussion & Decisions: As determined at the May meeting, we are in the process of establishing a nursery to be in place by September. The Vestry agreed to use non-operating funds to pay for this since creating a nursery is connected to our strategic priority of working to grow the parish. 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.
- B. We need to have two staff for the nursery.
1. Kevin obtained a job description from another priest with an active nursery at their parish. Duncan confirmed with friends of his who provide childcare that a \$20-\$25 hour rate is currently competitive.
  2. Kevin identified a proposed budget for nursery equipment & outfitting of approximately \$1,300. This includes furniture and toys and a fold-down changing table to be installed in the west restroom.

MOTION: To approve \$1,300 for nursery furniture and equipment. The motion was seconded and unanimously approved.

MOTION: To advertise the nursery positions at \$50 per person per Sunday. The motion was seconded and unanimously approved.

- a. Kevin will put a notice of the opening in the bulletin until filled and send out an email to the parish.
- b. Louise will send notice to people on her block this week.
- c. Michelle will put together a proposed budget for advertising the parish via mailers and online ads the week of 6/20.

### III. WEBSITE UPGRADE

- A. Tim reported back that he didn't find anyone in his networks who could help with/spearhead the website upgrade. He still plans to do some edits to clean up the current text and remove inaccurate information. We identified possible website upgrade committee members: Esther, Rick, and Tim.
  - a. Tim will look into crowd-sourced web development options by July 8.
  - b. Tim will convene a meeting of the website committee by July 1 (i.e., get it scheduled, not completed by July 1).

### IV. REPORT FROM THE RECTOR AND WARDENS ON PROGRESS OF ST. CLEMENT'S 2040

- A. Website Upgrade: See above.
- B. Ministry Invitation/Training – lectors, greeters, altar guild, acolytes/altar servers. Kevin identified two people interested in altar guild and one new person as lector. Michelle heard from one person who tried being a greeter and decided they don't want to sign up for anything at this point. We have reduced the number of greeters from two to one as an experiment during the summer. We discussed the fact that the two longest-term greeters prefer two people but said they'd be willing to try one. We discussed our prior plan to provide more in-depth training. We talked about whether training would stick, and Michelle said it won't unless the rector and others maintain oversight through ongoing coaching and follow up. We had a further conversation about the tension between training and expectations for servers and being too rigid, as well as the importance of people feeling included and valued. *At this time, there is no specific plan for a training event in September. The rector will make plans for this if he decides it would be valuable.*
- C. *Kevin would like to find someone who can notice when members are missing for a couple of Sundays, and also follow up with a note to newcomers.* Kevin will also follow up with the person if they provide an email.
- D. 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 especially important that parish leaders use name tags routinely, in preparation for newcomers who may join us in the future, and to help those already here who may forget.
- E. Michelle talked to one developer who said it would likely be difficult to develop the property the church itself is on due to height/zoning restrictions and the need to provide extensive space to the parish itself. The most likely options for developer interest are the two adjacent lots (parking lot and AJ House), but Michelle has not talked to any developers about possible interest.

- a. Tim will talk to a commercial real-estate contact to see if that person has suggested contacts.
  - F. We discussed the prior plans for modifications to the nave to provide greater accessibility. These plans had been put on hold as we engaged the St. Clement's 2040 process. Need to schedule a follow-up meeting with Steven Lee, the architect who had preliminary discussions with us.
    - a. Kevin will set a follow-up meeting with Steven Lee for August or September.
  - G. Coffee hour arrangement. Discussed need for open space in front of coffee tables and circulation space next to tables with food. This allows for greater energy in the space (permits some standing, if desired, as well as movement) and allows newcomers to escape if they want to. We revisited the fact that the tables are necessary to allow the majority of a members who want to sit to do so, but the greater open space also provides a way for newcomers to attend coffee hour that is more welcoming. Michelle said the open space keeps getting removed and she has to rearrange tables each Sunday. We moved a bookcase during our meeting, which helped use the whole space more effectively. Kevin suggested having a small group responsible for coffee hour logistics, in part to keep the space laid out as intended.
    - a. Kevin will talk to identified group by end of June.
- V. PENTECOST/UKRAINE EVENT

On Pentecost, we had a significant musical event with outside musicians underwritten by a generous parishioner. Unfortunately, the event went over-budget by \$2K (total cost was \$5K, with \$3K donated by the parishioner). The event itself generated approximately \$2,500 for Ukrainian relief. The parish will donate the money to Episcopal Relief and Development and designate it for Ukraine. We discussed the importance of having a budget in advance. Philip has confirmed he can work toward a particular amount and scale the event accordingly.
- VI. PARISH DIRECTORY & PHONE
  - A. Kevin gathered the new directory information and it's ready to print.
    - a. Kevin will print and have available on Sundays for people to take with them.
    - b. We still need someone to take over the on-line directory.
- VII. NEXT MEETING: The rector will be on vacation in July, so the next meeting is scheduled for August 21 after church.
- VIII. TREASURER'S REPORT
  - A. We received May financial reports by email and the Treasurer confirmed he will distribute monthly reports by the 10<sup>th</sup> of the following month going forward. The Treasurer reiterated his prior comments that we had received approximately half of our annual income by early May and noted that summer is generally slow. We currently have about double the cash we typically have at this point. Through May, year-to-date income exceeded year-to-date cash expenditures by about \$14,800. May income exceeded expenses by about \$1,200. The May report includes the impact of the previously-approved staff raises, but does not include the impact of the Ukraine event going over-budget; that will be reflect in June. The Treasurer said he expects expenses to exceed income in the remaining 7 months of the year.

MOTION: To accept the financial reports as submitted. The motion was seconded and approved unanimously.

B. The Audit Committee is aiming to finish its work by June 26<sup>th</sup>.

IX. NEW BUSINESS

None.

X. MEETING ADJOURNMENT

MOTION: To adjourn the meeting at 7:25. The motion was seconded and unanimously approved.

Respectfully submitted,  
Michelle Heyne  
Senior Warden