

Minutes of the Meeting of the Vestry  
Church of the Redeemer, Bryn Mawr, PA  
Tuesday, April 14, 2020 7:00-9:00 PM  
via Zoom

Vestry members present: Susan Adeniyi-Jones, Jim Buck, Elisabeth Cooke, Lisa Davis, Al Greenough, Melanie LeBoeuf, Mackie MacLean, Harry Miller, Andrew Masterman, Carolyn Morris, Tracy Steele and Jacques Vaucrain.

Auditors present: Adam Wilson, Meredith McDowell

Redeemer staff present: The Rev. Peter Vanderveen, The Rev. Jo Ann Jones, The Rev. Michael Palmisano, Francesca Merritt, Jay Einspanier.

Recorder: Francesca Merritt

The meeting of the Vestry was called to order at 7:13 PM.

### **Report from Auditors 2019 Report**

Adam Wilson opened by discussing the review of the audit report with the finance committee. He stated that it was a clean audit, and the auditors obtained all records needed. He provided the same review through the full audit for the vestry.

Mackie stated that the finance committee approved forwarding the audit to the vestry for its approval. Mackie made motion to approve the audit. The audit was unanimously approved.

### **Accounting Warden's Report**

#### **YTD Operating Report**

Mackie reported that the first quarter that is on target. Expenses and revenues are down a little. Pledges for 2020 continue to trickle in. Jacques added that the average pledge higher than the previous year, but we are still behind in terms of the total number of pledges YTD.

Pledge receipts for the capital campaign are up to date. We are building up cash since there is no construction at present.

Jay noted that currently there is no date for resuming construction. Building supplies continue to be purchased and will be delivered to avoid any difficulties in obtaining materials once construction resumes.

Mackie discussed the Annual Parochial Report and made a motion for vestry approval. It

was unanimously approved.

### **Finance Committee Resolution – Paycheck Protection Program Submission**

Mackie discussed the CARES act of 2020 which funds the Paycheck Protection Program. Jay and Betsy worked hard to submit the application in a timely fashion. He asked approval of the following:

COTR has moved to apply for a loan under the Paycheck Protection Program (PPP) portion of the recently passed CAREs Act of 2020. The intent of the PPP is to protect the income of workers for a minimum of 2 month. As a 501 c (3) organization we are eligible to receive this funding. The loan has a maturity of 2 years and an interest rate of 1%.

The loan application was processed by Meridian Bank and will/has been submitted to the SBA for approval and funding. Our request for approximately \$205,000 equates to roughly 2.5 times our average monthly level of compensation in 2019. We can apply for forgiveness of the loan for specific expenses occurring within 8 weeks from the date of the loan approval. These specific expenses include: compensation; interest; rental expenses and utilities.

Application and reception of PPP funding was unanimously approved.

### **Administrator Report**

Jay stated the construction site is secure and under camera surveillance.

### **Minutes**

Mackie would like the last sentence of his report on Legacy into Promise amended. The mention of “a large gift to the campaign” should be reworded to “a large potential verbal pledge” to the campaign.

Andrew also wanted to add in the growth notes, the three strategic goals and vestry assignments to each of the three pillars; Worship, Learn, and Grow – Harry, Andrew, Carolyn, and Elisabeth, Open and Welcoming Community – Mackie, Melanie, Tracy, and Al, Supporting Each other and the World – Jacques, Lisa, Jim and Susan. The action going forward was to analyze and reflect on all the things we do in the church that support and drive these three pillars. We should reflect on the things we do well, things that we don’t do so well and what should we keep or discard.

Peter made a motion to approve the minutes as amended and it was unanimously approved.

### **Rector’s Warden Report & Rector’s Report**

Andrew asked for feedback on the church activities during quarantine and then discussed church reopening when the quarantine is lifted. Peter received feedback that Redeemer showed leadership by taking steps to suspend services and close the office building. The staff is working from home and meets

each morning via Zoom from 9-10 am. Prayers go out to parishioners via email at 5 am each morning. A compline service has been added and morning prayer is three days a week. Keeping the church open has been an important community service. It is being cleaned twice a week. Zoom was decided as the best platform to conduct services.

Susan stated that the output of the clergy has been extraordinary and greatly appreciated. She also expressed concern that the clergy should have some down time. Al attended the Palm Sunday Zoom service and stated the time spent in front of the screen was moving. Jacques expressed his gratitude for the compline service. Elisabeth added that perhaps we can keep some of these things after quarantine is over. Carolyn suggested that we are having people participate online who aren't able to come to church.

Peter is considering what we will need to do upon reopening. Whatever we do, it will need to be safe and responsible.

## **2020 Strategic Plan**

Andrew will work to establish a timeline around growth. He highlighted this opportune time to really understand strengths we have as a parish and how to leverage that into a discussions. Andrew suggested that Peter work with Jo Ann and Michael Palmisano to take the three pillars and gather us together for an hour to discuss things we ought to focus on in terms of activities and how to keep folks active and engaged. The mission statement will be refined further by the clergy.

### **New Business**

A former parishioner, Mark Emmons, has made the request to purchase grave plots in the churchyard. Jay stated in the by-laws there is a clause that anyone who is not a member cannot buy a gravesite unless they petition the vestry to do so. Jacques made the motion to approve the purchase and the vestry unanimously approved.

Jacques asked that we discuss the Bishop's letter regarding the increase in the voluntary payment to the Diocese. Mackie will work with Peter to put together a group that will compose a proposed response to the Bishop. This response will be brought back to the vestry.

(Peter left the vestry meeting at this time in order to conduct the service of Compline from the church.)

Lisa Davis shared that the Outreach grants committee has concerns about the grants budget being less this year while the needs may be greater due to Covid-19. She would like the vestry to consider taking money from the outreach reserves to cover shortfalls and potential extraordinary needs. Andrew requested something in writing detailing the request be submitted to the vestry.

Andrew let everyone know that it is time to do a review of the clergy. Andrew will send out a simple form reflective of 2019, an appraisal of Peter's performance, and how we are functioning as a parish. Andrew will compile all responses and give feedback to Peter. Peter will work with Jo Ann and Michael on their

evaluations as well.

Mackie asked if the Choir Tour was cancelled and also the Garden Party. Jay confirmed that both were cancelled.

Jo Ann gave the closing prayer. The meeting was adjourned at 9:24 pm.