

Good Shepherd of the Hills Episcopal Church

Vestry Minutes by Zoom

February 23, 2021

Attending: Fr. John Christopher, Interim Rector; Beth Hatcher, Senior Warden; Rob Madden, Junior Warden; Alan Northcott, Treasurer; Barbara Popejoy, Clerk. Members: Karen Dorian, Liz Northcott, Mary Pierce, Mike Powell, Lynn Walsh

Call to Order: 6:00 P.M. Fr. John

Opening Reading - Lynn Walsh

Acceptance of December Minutes with Remaining 2020 Members voting:

- Motion to Accept – Mike Powell; Second – Mary Pierce
- Motion Passed

Acceptance of January Post Annual Meeting Minutes:

- Motion to Accept – Rob Madden- Second – Liz Northcott
- Motion Passed

Acceptance of January Financial Statements – Alan Northcott

Note of clarification from the Clerk: In February of 2020, with the intention to create efficiencies pertaining to Vestry meetings, the following was adopted: "...minutes and financial statements will be sent to members as they are available and all questions/comments will be sent in and answered before the meeting. Only if there is a problem that can't be settled before the meeting, will there be discussion. It is imperative to be diligent and do the work beforehand, therefore keeping the meeting for new business and projects."

- Motion to Accept the Financial Reports - Rob Madden, Second – Karen Dorian
- Discussion:
 - Fr. John announced he will be seeking a replacement for the position of bookkeeper.
 - Several questions requesting further clarification within the statements, which had been submitted prior to the meeting were discussed. Some points required more investigation, therefore the Treasurer will respond in writing to the Vestry.
 - The Vestry was made aware by Mike Powell that the 12/31/2020 and 1/31/2021 Balance Sheets are incorrect. The Endowment Fund balances are not accurate. Treasurer, Alan is aware of this and indicated it will be corrected by the auditor.

- Questions regarding a 2021 budget were raised. A budget is not currently available. The task of formulating a budget is complicated by the significant drop in pledging units over the last year, along with financial concerns related to the pandemic. The finance committee, consisting of Mike Powell, Bob Pope, Alan Northcott Treasurer and Chair, along with Fr. John and Senior Warden, Beth Hatcher as ex officio members, will meet to begin working on the 2021 budget.
 - It was noted that the amount of \$20,000 needs to be moved from “Pastoral Care” to “Outreach” funds.
- Motion to amend the Financial Report to move \$20,000 from Pastoral Care to Outreach - Rob Madden; Second - Karen Dorian
 - Motion passed as amended.

Becoming a Team - Beth Hatcher

Due to the COVID restrictions we are unable to hold the customary annual Vestry retreat and orientation. Prior to the meeting, Senior Warden, Beth Hatcher electronically sent several important documents to the members. The members were encouraged to study documents that are important to the governance of our church and to consider questions that stimulate thinking about one’s commitment to the role of Vestry member.

- Documents included: The Episcopal Diocese of Arizona Constitutions and Canons; Canon 15, Of Parishes and Vestries; Church of Good Shepherd of the Hills Bylaws; Resolutions and Amendments for Endowment Funds; Legacy Fund; and Procurement Policy. In addition, read a portion of The Vestry Resource Guide, which addresses the unique aspects of Church Governance. All are intended to assist Vestry members in the performance of their duties.
- Each member discussed why they were drawn to be a member at this time, along with how they will manifest their part in sharing God’s mission and vision.
- Norms: Members agreed upon the following norms for behavior:
 - One person speaks at a time.
 - Treat one another with respect.
 - Respect the time. General time frame is 6:00-8:00 P.M. (at the latest).
 - All should feel safe to voice our opinion.
 - No one dominates conversations.
 - Decision making by majority, with each being willing to accept the decision.
 - Open meetings policy: Occasionally guests will be invited to attend or request to attend a meeting. For matters of confidentiality, the Vestry will go into Executive Session. We are asked to not share specifics of

conversations involving individuals. This is consistent with ongoing policy previously established by the Vestry.

Current Priority Issues Facing the Vestry – Beth Hatcher

- Building Community by continuing to make reach-out calls and emails to the membership, participate in gatherings by Zoom.
- Financial Issues – address drop in income and address a 2021 budget. Alan will assemble the Finance Committee to review the current budget, look for opportunities, examine pledging, and formulate a plan.
- Rector Search – We are still waiting to hear from Canon Anita Braden regarding informing us as to when we may begin the process.

Rector's Report – Fr. John

- A brief review of the challenges of conducting a Rector search in these times.
- While he will be “pulling back” a bit, Fr. John reassured us that he is committed to Good Shepherd until a new, permanent rector is found.

Parochial Report:

- Mike Powell explained the purpose of the Parochial Report as being similar to an audit that gives feedback to the diocese on how the individual parishes are doing. Items include: attendance, financials, parish activities, outreach, and Christian formation. This information helps the diocese with planning and is particularly important during the Pandemic.
- Motion to approve - Mary Pierce; second – Lynn Walsh
- Motion Passed

Review of Good Shepherd Bylaws

- In the interest of time, this item was deferred until the next meeting.

Review of Endowment Funds – Mike Powell

- A brief history of the Endowment Resolution, instituted in 1980, how it should be managed, and its various amendments, was made.
- There are four funds, two of which are restricted and to be used for education purposes only (per the donor). The Vestry Designated Permanent Endowment fund may be used for outreach and capital improvements. None of these funds allow the principal to be used.
- The fourth fund, Undesignated – Unrestricted, allows for payout for any purpose and principle may be used with a special Vestry vote.
- A 4% guideline is allowed for disbursement of available funds.
- Values of the funds, using a 3 year average, were presented with an approximate 4% payout amount.

- The current fund value, including Columbarium restricted funds, may be found in the Financial Report.
- Vestry, as a matter of routine, should approve all payments.
- Discussion of disbursements will be forwarded to a future Vestry meeting.

Senior Warden's Report – Beth Hatcher

- All Vestry members are encouraged to attend the diocesan on-line Leadership Conference March 12, 7 P.M. – Saturday, March 13, 8:30-2:30. A link for registration was sent to Vestry Members.

Junior Warden's Report – Rob Madden

Items Identified that Rob will be addressing are:

- Cause of significantly higher water bills.
- Improving internet connection into the church.
- Outdoor playground.
- Painting the church.
- Discussion with Red Cross to conduct a site survey for use of the church as an Emergency Response Center.
- Investigate an active shooter plan and review of work already done on this issue.
- Any issues or problems members are aware of, please let Rob know.

Closing Prayer – Mary Pierce

Next Meeting: March 23. Opening prayer – Mike Powell. Closing prayer – Barbara Popejoy

Meeting adjourned – 8:00 P.M.

Respectfully Submitted,

Barbara Popejoy, Clerk of the Vestry