

## Minutes of July 14, 2020, Vestry of St. Stephen's Parish

Tuesday, 7:15 p.m. Zoom Meeting  
Pittsfield, Massachusetts

**Present:** The Rt. Rev. John Tarrant, interim rector, Co-wardens Tom Dillon and Erin Sullivan; Wendy Coakley, Leah Luczynski, Mark Miller, Angie Moon, Louise Penney, Chris Plankey. Absent: Valerie Andersen, and John Culver.

Parishioners with questions or comments may contact Vestry members:

Valerie Andersen - canoeval4@gmail.com;  
Wendy Coakley - wendycoakley72@gmail.com;  
John Culver - culvie229@gmail.com;  
Tom Dillon - tdillon45@hotmail.com;  
Leah Luczynski - leah@leahinteriors.com;

Mark Miller—mark@berkshire.net;  
Angie Moon—amoon@pittsfield.net;  
Chris Plankey - chris@djchrisplankey.com;  
Louise Penney - (communicate through Tom)  
Erin Sullivan - esullypede@gmail.com

**Meeting begins at:** 7:20 p.m. with Prayer by John T.

**FINANCES:** Leah goes through the following, which she previously emailed to members.

### REVENUES AND EXPENSES FOR PARISH THROUGH JUNE 30.

#### REVENUES:

Actual Income (budgeted and unbudgeted): \$243,963.61\*

Budgeted Income: \$214,452.50

(Over Budget: \$29,511.11 OR 12%)

Pledge Income:

Actual Pledges: (Plate and Pledge Payments) Received: \$137,362.31

Budgeted Pledges: \$136,880.00

(Over Budget: by \$482.31)

The Diocese has given us assistance due to the Coronavirus of \$30,981.76 as 6/30/2020. This is accounted for in the above Actual Income Total.

#### EXPENSES:

Actual Expenses: ( budgeted and unbudgeted ) \$191,585.38

Budgeted Expenses through June 30,2020: \$214,452.50

(Underbudget by: \$22,867.12 or 10.6%)

As of June 30: net positive \$52,378.23

### INTERIM RECTOR REPORT:

(a) He is looking at “doing an update” to the basement kitchen, which could include: new stove, new sink, and probably a new dishwasher; it would not be a kitchen renovation but would include a new floor. (b) A Security company came in and looked at the building’s interior and exterior with an eye toward installing cameras. We’ll get an estimate and decide what makes the most sense. (c) J.D. Hebert, new member of the Property Committee is helping on both projects. (d) Whether and how to replace the drinking fountain in the

hallway near the Guild Room is discussed. (e) The Tuesdays/Thursdays drop-in center in the Nave for homeless people is ending at the end of July, before limited in-person services begin there at 5p.m. on Saturdays and 8 and 10a.m. on Sundays. (f) Taped services will continue for parishioners and others who choose to view them on Facebook and website rather than attend in-person services. Feedback is encouraged.

#### **DISCUSSION AND APPROVAL OF PARISH PROFILE AND MINISTRY PORTFOLIO:**

On a motion by Angie seconded by Wendy, Vestry approves. It will go on the website for parishioners to see. John T. says it paints a great picture of St. Stephen's, and others heartily concur. Canon Rich Simpson will handle its delivery to possible candidates for rector. It officially "goes live" when he makes it public, possibly around Aug. 1. Committee chair Craig Reynolds wants it easily found on the website.

#### **SEARCH COMMITTEE;**

Wendy says committee met on Sunday, July 12, to walk through the Profile and the 12 Ministry Portfolio questions. She and vice-chair Alec Gillman have set up a Google Drive so that all committee members can collaborate virtually on areas of conversation with potential candidates for rector, who will be "assessing us and much as we're assessing them". Committee chair David Nevin stressed the importance of responding immediately to candidate inquiries as they come in.

#### **DISCUSSION AND APPROVAL OF PROTOCOLS FOR REOPENING AND IN-CHURCH SERVICES:**

John T. Says Michael Tuck, dean of the Berkshire Deanery, noted that St. Stephen's will be the first Episcopal Church in the County to have indoor, in-person services. J.D. Hebert will train some younger ushers as older ones may choose to wait before returning. Music by soloists and organist, but no singing by the congregation. If the Bishop allows it communion wafers and wine will be brought to people in the pews in throwaway cups. The target for the shorter services is 40 minutes. No floor fans allowed. Maximum number of attendees not including clergy and assistants is 50. John plans to send reopening protocol to Diocese in the morning, July 15.

**NEXT MEETING:** Tuesday, Aug. 11, at 7:15p.m.

**MEETING ADJOURNED:** at about 8:38p.m.