

The Parish of Grace Church Jamaica  
Vestry Meeting Minutes  
Sunday October 30, 2022 @ 12:00 pm

**Forever Reliant On God**

**Members Present (In-Person):** Father Gary Parker; *Priest-In Charge*, Lorraine Wills-Powell; *Warden*, Rudy Elias, Allison Kelly, Tamara Byam, Christine Ashby, Dorien Moon-George; *Treasurer*, Andrea Williams; *Clerk*, Nichelle Phillips, Wendy Small-Brassell, Tyrone George

**Members On Zoom:** None

**Members Absent:** Glenn Greenidge; Warden, John Phillips

**Grounded in God:** Chapter Four - *Engaging the Imagination*

**Approval of September 2022 Vestry Meeting Minutes**

Lorraine Wills-Powell made a motion to accept the September vestry minutes. Tamara Byam seconded. The Motion passed.

**Discussion took place about the September minutes** pertaining to the amount of \$28,840 monthly from the pension premium. It should have been \$28,840 as the total amount at that time.

***An amendment was made to the September minutes to correct the amount of \$28,840 monthly to reflect the total amount, at that time, from the pension fund.*** Lorraine Wills-Powell made a motion for the amendment of the September minutes to reflect the change from \$28,840 monthly to the total for the total amount, at that time. Nichelle Phillips seconded. All in favor. The motion passed.

**Approval of the Treasurers Reports** -presented by Dorien Moon-George.

July - Status Quo

Allison made a motion to accept the July Treasures report. Nicole Phillips seconded. Motion carried

August - Nothing significant. Donations, yard sale, standard billing.

Allison made a motion to accept the August Treasures report. Tyrone seconded. All in favor. Motion past.

September – In stewardship we received \$13,000. We received our rental income as expected. September yard sale, \$173. We were missing some electric bills, but we have them now. **Allison made a motion to accept the September Treasures report. Tamara seconded. The motion passed.**

***Drafted Budget*** - The 2022 income and expenses were used to gage were will be in 2023. The highest salary and benefit insurance amounts were used for the rector's budget, in addition to \$3,500 for the housing allowance. We are still waiting on pledges. There will not be a vote until December. The pledges are due early December. Also, we are waiting on the final amount from the luncheon to gage where we expect to be next year. Our diocese pledge of \$20,000 is pending. We will review and vote on it in December.

Elvis's contract will be combined into one for next year which will include snow, leaves in the cemetery, garbage, and the rectory.

Dauids contract needed for November.

### **Buildings and Grounds Committee/Gordan House**

- The painting of the fence and front door of the church has been completed.
- Bathroom in the sacristy-no update. We have the pipe.
- Membrane – waiting on verification.
- Church wall repair – received an estimate of \$18,500 from Maestro Construction. Fixing the wall, pointing outside, and painting. **Discussion took place regarding Bishop's help?**
- Ceiling in Guild room – N/A
- Clearing the room next to the pantry- The soup kitchen team needs assistance with removal of heavy items.
- Ceiling by soup kitchen – **Discussion took place @ 1:28 regarding how to fix the ceiling and when the soup kitchen might open**
- Soup kitchen would like to open for December.

**Discussion took place @** regarding the money for the freezer. The money is deposited and in the checking account in the soup kitchen line, not fenced.

**Discussion took place @ 1:35pm** pertaining to different organizations and their previous account balances. It was suggested there should be an official letter from the vestry (wardens) and put it the bulletin presented to each committee requesting the names of their president and treasurer and any balance they may have and proof if possible. Is the vestry responsible for previous financial activity? Will we officially alert the committees in writing in order for our corporate minutes to reflect it.

- Mold – The mold has been located on the steps and in the gym. A clean-up will be organized.
- Chimney repair N/A
- Four Seasons- a formal letter for payment still has to be done.
- Furnace- Church and Parish House-no update.
- Choir room- An electrician sent a quote of \$2,200. Yard sale money is being used for repairs to the choir room.
- Locks – N/A
- Gate – N/A

**Discussion took place @ 2:15pm** relating to the order in which finance get approval. *Anything that has to do with money, has to go through Finance to see if we can pay it. Finance then reviews it and then it goes to the vestry.*

- Pest - No activity in 3 weeks
- Sign Board – The 8am service needs to be put on the sign. We need to advertise the 8am service. Suggestion was made for a digital board.
- Flag Pole – The flags should go back up.

**Discussion took place @ 2:35pm** regarding violations on furnace and the next steps. *First*, correct violations. *Next*, plumber will send to Dept. of Buildings to get the furnace registered. Bishop said he would cover the cost of the violations.

Nichelle Phillips made a motion to look into fixing and removing the violation and then register the furnace in the parish house so that there will be heat. Tyrone George seconded. All in favor. Motion place.

**Discussion continued regarding the boiler @2:38 pm** The plumber feels it might not continue to work because of the amount of sediment that comes down and blocks the efficiency of the furnace. He is afraid to blow it out because of the age of the furnace.

- Cameras – Ring floodlight camera \$200 each.

**Gordan House** Lorraine Wills-Powell reported that the First-floor bathroom renovation has been completed. Kitchen fan was replaced. Contractor was paid. Second floor tenant sent a letter regarding lack of heat and stated that they will not pay rent unless the matter is fixed. Tenants on the first floor control the heat. He complained last year. Lorraine spoke with first floor tenant regarding this matter last year. This year they spoke again and she advised him to send an email to our buildings and grounds committee.

**Discussion took place @ 2:55 pm** pertaining to the heat at the Gordan House and having two zones.

Lorraine made a motion to have a professional come in and assess the heating problem in the second-floor apartment. Tamar seconded. Motion carried.

Tyrone will email them back to see when a good time is to send over a plumber to check the heating.

**Cemetery Trial** – No word back yet.

**Worship Committee** – Wednesday services will be cancelled. No one is coming.

**Building Project** – Ellen spoke with Jean regarding who is the lawyer handling the air-rights. Ellen is handling the budget with the trustees.

### **Finance – The Process of Reviewing Audit**

Recommendation will be handled with the new software.

We had a special meeting in August, because our last audit was submitted before the vestry approved it.

**Discussion took place @ 3:16 pm** on the process in which the audit is presented to the vestry going forward.

1. Audit committee submits it with 3 signatures to the finance committee.
2. The Treasure signs it.
3. The Finance committee presents it to the vestry for approval.

Father Parker made a motion to table the review of the Audit process. The Audit committee will line up all the process that they wish to review. Motion carried.

**Discussion took place @ 3:32** on procedure for handling cash and receipts. We need to have procedures in place to track the money. Receipts, cash, checks need to be turned in. Donation in cash should be handed in to the office to the counters.

**Discussion took place on the procedure for requesting checks.** Requesting money thru emails. Allison asked when did the process change and when did the vestry get inform.

- Finance committee- The Executive committee - The treasure should be the chair of Finance.
- Personal committee asked finance committee to look into hiring a sexton.
- Did personal committee give finance committee a salary figure for an administrator? No
- Bookkeepers recommended salary is \$25 an hour.
- Recommendation updating Level-ups contract to include cleaning up after church events, ex. Homecoming and various luncheons in parish house. Nichelle also asked about having an asylum family.
- Vacation Days for Father Parker. He will be paid for 17 ½ days at \$162 @ day. No housing, just salary. Finance recommendation is that it goes to payroll.

**Membership and Evangelism Committee** – Nichelle sent a form for pantry. She will create a volunteers list. This needs to go to the executive committee. She also suggested that a new pamphlet be created with more of Grace Church history. Allison request pens to give out to visitors.

**Christian Education Committee** The youth are not attending the convention. Bible study on Ephesians has taken place, but doing it in between services is not an ideal place to do it. It is not enough time to have discussion. Recommending Wednesday evenings.

*When we call a priest, we can call Fr Parker, but he can't call us.*

**Information Technology** – Nichelle asked about using the WIFI grant to fund a church Zoom account. Other committees can also use it also. Permission is granted. Only \$2,600 left with the grant. The cost for the zoom account is \$149 a year. Authorized by Fr. Parker.

**Need for Incorporation of Grace Church** - status quo

**Rector Search** – We are being trained to read the portfolio. There is a meeting November 3<sup>rd</sup> to review the questions. We have 1 application from Cannon Woodley and 1 came direct. We have to create our questions and review the hard copied applicant's information. November 11<sup>th</sup> is the deadline for applicants. There is a short list of 3.

**Personnel Committee** – We will wait until the new rector comes to hire an administrator. Dorien will revise the job description for the bookkeeper. Bring it back to the vestry to ok. Also, the revised administrator s job description.

**Clergy/Government** - Nichelle Phillips will attend a breakfast with clergy and local government officials. Tyrone spoke with Donovan Richards, Borough President, of Queens. He will send an email to him with our concerns on Monday.

**Stewardship** – Pledge form letters for 2023 are being distributed by hand and by mail. Tyrone suggested we get a new lock box. Should we have a fundraising and events committee? Bring to the executive committee. We need a calendar of events for the church. Allison asked for assistance with locking up the collection money for 8am if the wardens are unable. Also, we need back up for check signing. The treasure and the two wardens need access to the safe. Bring this to the executive committee.

**Housing and Development Committee - N/A**

**Executive Committee – N/A**

**Planning Committee** – This committee works with the calendar and events. Long Term.

**Nomination Committee** – No nomination yet. The vestry nominees must be posted by mid-December in the bulletin and on the website.

## **New Business**

**Deanery Clergy Luncheon** is Tuesday, December 13<sup>th</sup>. Lorraine Powell and Christine Ashby will put together a luncheon.

**Lawsuit** -September 3, 2020. Fr Parker sent it to the insurance company. The examiner asked for photos of the sidewalk from 90<sup>th</sup> Ave all the way down to the buildings. Tyrone will take pictures of the sidewalk in sections.

**Review policies and committee meeting schedules** – The Executive Committee. Executive Committee decided that The Finance Committee should be chaired by the Treasure.

Lorraine made a motion.

- To review the policies of the church at large.
- Committee meeting would be posted and communicated to the vestry.
- The chair of each committee is voted on by the committee. Then the vestry and priest will be informed.

Seconded by Tamara seconded. All in favor. Motion passed.

**Discussion pertaining to where we should put the proclamation.** Tamara and Rudy will look for a place for it.

**Christmas Bazar -**

Nichelle Phillips made a motion to have a Christmas Bazar in December. Maybe the 11th. Tamara Byam seconded. All in Favor. Motioned past.

It will be coordinated by Glenn, Nichelle, and Annette. Discussion on what date. Fee for vendors

Rudy Elias express concerns about uneven sidewalks. It will go to Buildings and Grounds.

Andrea will send a Get- well card to John and Glenn from the vestry.

Meeting ended at 5:15pm.

*Submitted by Andrea Williams*