

**The Parish of Grace Church Jamaica
Vestry Meeting Minutes
Sunday September 25, 2022 @ 12:00 pm**

Forever Reliant On God

Members Present (In-Person): Father Gary Parker; Priest-In Charge, Glenn Greenidge; Warden, Lorraine Wills-Powell; Warden, Rudy Elias, John Phillips, Allison Kelly, Tamara Byam

Members On Zoom: Andrea Williams; Clerk, Nichelle Phillips, Wendy Smalls-Brassell, Tyrone George,

Members Absent: Christine Ashby, Dorien Moon-George

Grounded in God: Chapter Three: Searching for Questions Before Answers

Approval of July Vestry Minutes

Allison Kelly made a motion to accept the July minutes. Lorraine Willis-Powell seconded.

Discussion took place at 12:40pm regarding amendments to the June minutes in the section regarding the Audit. Going forward when amendments are made to past minutes, a notation shall be put into the current minutes indicating that the change was made.

All in Favor to accept the July minutes. Motioned carried.

An amendment was made to the June minutes in New Business section under the Audit Report.

Minutes from the Wednesday, August 31, 2022 special vestry meeting at 8:50pm presented by Lorraine Willis-Powell. **Topic: 2021 Audit.** Members present: Glenn Greenidge, Lorraine Willis-Powell, Rudy Elias, Tyrone George, Tamar Byam, Allison Kelly. The meeting was called to order by Glenn Greenidge. He established that there was a quorum to have a vote to receive and accept the 2021 audit report prepared by the audit committee, approved by the finance committee and presented to the vestry for approval.

Rudy Elias made a motion to receive the 2021 Audit Report. Seconded by Tyrone George. All in Favor. The motion passed. The meeting ended.

The process of reviewing the Audit will be discussed in October's meeting.

Notation: The Executive Committee acts in lieu of the vestry between vestry meetings.

Minutes from Executive Board meeting August 2, 2022 6pm on Zoom. **Topic: Contract with Exquisite Construction.** Present were Glenn Greenidge, Lorraine Willis-Powell, Andrea Williams, Allsion Kelly, Dorien Moon-George. Contractor presented a quote for renovating of the first-floor bathroom of the Gordan House and installation of an outdoor shower for \$16,625. There was discussion about the urgency of project.

Lorraine Willis-Powell made a motion to accept the quote of \$16,625 to renovate the first-floor bathroom at the Gordan House and install a temporary outdoor shower. The motion was seconded by Glenn Greenidge. The motion passed with one abstention by Dorien Moon George.

Approval of the Treasures Report

Allison made a motion to table the Treasure report until the Treasure is back. Lorraine seconded. All in Favor.

Fr Parker wanted to highlight that on the fence expenses for the rectors search we have \$28,840 each month from the pension premium. It can cover any expenses for the search such as moving expenses, etc. for the new rector. Also, in the checking account there is a cash available amount of \$28,578.65.

The Rector Search Process- We have several candidates that are interested. Canon Woodley has informed us that 6-8 weeks after the call has been issued, the interim leaves. We should have a Late Fall - Early Advent call with a January 1st start date.

Fr Parker last day is the 31st of December this year. He has 8 comp. days left and 17 ½ vacation days which he will be paid for those. He will work Christmas Eve (Saturday night) and Christmas Day (Sunday). Christmas Day will be one service at 10am with the choir. New Year's Eve (Saturday) service is 10pm. New Year's Day (Sunday) will be 10am only also with the choir. Father Parker is willing to do the New Year's Day Service. All in Favor. Candidate has the final say on when they will arrive. Lorraine will make an announcement on Sunday regarding Fr Parkers last day, January 1, 2023.

Generally, there is a vestry meeting after the annual meeting in February. Fr Parker suggest that we ask the consultants to come at that time to do a vestry retreat.

Unfinished Business

Buildings and Grounds

Fence and Door to be completed within the next two weeks.

Bathroom in the sacristy - Plumbing needs to be fixed first. The sewer pipe is broken.

Membrane fixed, but not verified. There is no paper work. Lorraine reported that someone came and looked at the gutters and said it was not done correctly. Rudy disagreed. It was not the pointing, but the gutter. Lorraine will give Tyrone the companies information. The company is from the diocese and landmark.

Four Season - They are not paid. Glenn will send them an official letter on our letterhead, pointing out our issues with the tiles, skylight glass and security wires which were not done to our standards.

Church Wall -Anthony Natalie gave a recommendation for the wall. **Discussion took place at 1:39pm** on whether we need a landmark contractor to do work on the inside of the church. We need to confirm. The wall looks much better for now.

Ceilings in the Guild room. Nothing so far

Pantry is partially done. Lorraine will forward list from Jean Bain on things that need to be done in the pantry.

Asbestos - waiting for results.

Mold - Tyrone needs the exact locations. Fr Parker knows and will show him.

Chimney - Nothing so far. It's contingent on other things. Lorraine mentioned a grant for exterior work. We once received it for the blue stone. The deadline is January. Fr Parker informed us about a visit from the inspector representing the insurance company, who sends a report to the Department of Buildings for NYC. The boiler in the back under the alter, the exhaust pipe was disconnected. He said in can't be that way. Fr Parker connected it back. It was disconnected for the chimney person who needed to look up in the chimney.

Security - We now have the Ring Door Bell at the Parish House. Tyrone feels we need two other ring flood lights for the back and side door. They are motion censored and they also have cameras which would give us light and security.

The office would be able to see and it can go to individual phones. To have it recorded we have to pay approximately \$3 a month for the account. None of the flood lights around the church work. We will get pricing on solar lighting

Furnace - We have a preliminary plan from the company. Once we approve the plan, the company would submit it to the city for the permits. They would then be submitted to the real estate department, who would then get the bids. We own the plans but we have to go thru the diocesan real estate office. The furnace in the parish house and the heating season, what do we want to do to make sure we maintain heat. The vestry does not want to pay \$100,000.

Discussion took place at 1:41 pm pertaining to a meeting with the Bishop, Fr Parker, and the Wardens in regards to the real estate office and the Vestry not being informed. Glenn stated that the Wardens and Fr Parker were invited to a Deanery meeting being held for all the churches. The bishop came on to specifically talk about the real estate division. He disclosed there were personnel changes taking place, what the processes are going forward and who the contact people are.

Discussion took place at 1:57 pm about the process of who will reach out to the diocese. Should the wardens, as the leaders be the ones? Fr Parker stated, the person who contacts the diocese is the priest. Also, regarding the process of changing the chairman of buildings and grounds from the warden to another vestry member. A one-minute time-out was taking.

Discussion took place at 2:31 pm regarding the Furnace inspection. The drain valve, the release valve, needs to be pointed in a different direction. The safety valve in back of the boiler in the parish house, which was not done last year, needs to be done to be in compliance. There is sediment which needs to be blown out. However, they are afraid it might collapse. Tyrone will have a plumber come out to look at it. He feels it's not timely or costly. Nichelle asked if everything needs to go thru the diocese real estate office.

Choir room repairs -We need an electrician for the lights. The ceiling can't be done until the electric and the piping with the heat are complete.

The locks -We should change them to combination locks with number codes which can be changed when needed for the doors, gates, and inside doors.

Gate - We need to install a gate in front of the parish house door.

Discussion took place at 2:33 on the budget for 2023. The final draft of the budget for the vestry will be voted on at the December vestry meeting once stewardship ends in November.

Discussion took place at 2:36 regarding animal feces in the parish house. It may be a cat or racoon. Also, the door to the cellar is opened by the organ pipes.

Gordan House – Lorraine reported. First floor is completed. Allison asked was there a final inspection. There are pictures. The final payment has not been made. The kitchen fan was not done.

Cemetery Trial – We need a surveyor. There was an appeal made on the decision, against the lawyer and does not affect us. Jasmine received the money and the signature for the survey. It is finished.

Discussion took place at 2:47pm about saving the attorneys letters and various documents electronically such as a Google Doc. Also, emails for the office.

Fence on the Parsons Blvd. The Fence is not fixed yet.

Worship Committee The first 8am service was held today with 11 people along with the 10am service. We need to promote the 8am on the front sign, Facebook, and the web site. There will always be 8am except for when the *bishop comes, Christmas Day and New Year's Day*. Alison notified us that there is only Michael ushering at 8am.

The Building Project – At the deanery meeting, Ellen stated that the land from Grace Houses was coming over to Grace Church to rectify everything. Fr Parker spoke with her and explained that it's the air rights from Grace Houses to be transferred to us and we need a special lawyer. The air-rights over Grace Houses are part of the refinancing package that went through HUD. A figure has to be proposed and HUD and the bank have to approve the offer. Then it goes to Grace Houses board. Ellen then called and asked who pays for the lawyer Grace Church or is it the trustees. Fr Parker does not know how much is it? She replied that it is urgent because they are finalizing their request to the trustees, what their budget will be. He advised her once she has a figure put it into their budget requesting it to the trustees. No word back yet.

Discussion took place at 3:11pm regarding the building project and the time frame due to Covid. Also, pertaining to the bishop's vision regarding all the churches working together sharing money to build ministries. (Stewardship)

Membership and Evangelism – The Christian Education Committee has started.

Information Technology – We discussed creating different electronic files and emails. Tyrone added that the speakers for Glenn has been ordered. Also, he is looking into getting a better system to stream our service. We still have some money left from the grant that can be used toward cameras.

Incorporation - We need to finished up with the county clerk concerning our charter so we can be registered. It is important for tax purposes, no more taxes or water meter charges. Also, we can change banks and many grants require this.

Rectors Search – There is no turnover with the new minister and the Interim. The vestry will do the turnover. We have submitted all our documentation. Canon Woodley suggested that we have some viable candidates. She is in the process of vetting them. Our information is also on the website. Next, the consultants will train us in the calling process and the method of questioning. We are on the Episcopal News Service until November 1st.

Personal Committee – Job descriptions for administrator are updated. We do have a candidate to submit the job description to. Glenn will look at the resume. Then it will go to Fr Parker.

Clergy/Government - Nichelle is visiting different council members offices along with Annette Manigault. They will ask for money and not just apply for grants.

Stewardship – There is a new email for the committee. The pledge forms will be updated to include electronic pledge forms. Suggestion box should be added in the church and electronically. We need an updated email list. Stewardship will start next week and end October 31st.

Housing and Development – N/A

Executive Committee - We meet as needed. Fr Parker wants to be up-to-date.

Planning Committee – Lorraine is the only member. The committee is to study and review the current affairs and future goals of the parish and its recommendations to the vestry.

Nominating Committee - Members are Glenn, Tamar, Rudy, Allison, Nichelle. Start working on new members. Slate should come to the December vestry meeting and out to the members four weeks prior to the annual meeting.

Discussion took place at 3:54pm -concerning the head of the Building and Grounds committee - Lorraine stated that according to the by-laws, the head of the committee is supposed to be the Senior Warden. Glenn relinquishes his position to Tyrone.

Journal Ad for the luncheon – Vestry members will contribute \$20. We will do an ad for the *Tree of Life*.

Allison made a motion for \$180 to be taken out of the general fund to pay for the vestry ad for the journal. John seconded. All in Favor. The motion passed.

NEW BUSINESS

John inquired about how to get more member participation.

Soup Kitchen Nichelle questioned what do we need to get the soup kitchen up and running? We are waiting on the asbestos test to come back. Patty has a fridge for us. We need to order a freezer. Nichelle will look into freezer. If it's not asbestos the pantry can stay where it is.

Glenn made a motion to adjourn the meeting. John seconded it. All in favor. Motioned passed at 4:22pm.