

**The Parish of Grace Church Jamaica  
Vestry Meeting Minutes  
Monday, December 19, 2022 @ 7pm on Zoom**

**Forever Reliant On God**

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

**Absent:** Rudy Elias, John Phillips

**Opening Prayer** by Father Parker

Father Parker thanked everyone for the gift and the farewell celebration.

**No Correspondence**

Office is closed next week on Monday and Thursday. Open on Tuesday and Wednesday.

**Grounded in God** Chapter 5 Catching the Signals

**Approval of the November 2022, Vestry Meeting Minutes** Review of the November Minutes will be tabled to the next meeting in January along with the December minutes.

**Approval of the November 2022, Treasures Report-** Dorien Moon-George We have a \$10,000 profit this month. The contributions are higher. We had All Saints which brought in some money. Everything else is standard. There was one account which no one knew what it was. It was the Gordan House and was missed typed.

Glenn made a motion to accept the November 2022 Treasures Report. Allison Kelly seconded. All in Favor. Motioned carried.

**Unfinished Business**

Any items that have nothing important will be held over until the January meeting.

**Buildings and Ground** – Tyrone George

**Gordan House** The boiler went out last week. There was no heat. The boiler was repaired. There is heat now. It was suggested to replace the boiler because its old. In the next few months, we should discuss. To convert it from oil to gas it would cost about \$8,000.

The new lease for the Gordan House has been signed. The vestry did not see the copy of the lease. But the vestry did vote on the 3% increase. It is the same

contract. It goes into effect on the 1<sup>st</sup> of January. The Executive committee voted on a lease for 1 year. Contractor asked the tenants for repair money. Mr. Singe told him to talk to the landlord.

**Parish House** Today a fridge was dropped off to the parish house, donated by Patty Brigs. Allison will send a thank you note. It wouldn't fit through the kitchen door. It is in good shape. The old fridge was not removed.

**Cemetery Trial** – Lorraine Willis-Powell - We received a contract from the lawyer, which was not sent to vestry. We won the case, but it has not been completed. We won the lot back that was sold to this person. Now we need to have the land transferred back to us. We needed a survey, which was done. Now the survey with some other documents will be sent to the building department to be registered with the city clerk. Then we have it partitioned back to us through the court. The defendant can sign off on it. If he does not sign off on it, it becomes a case. The lawyer wants a retainer fee of \$10,000. Which was negotiate down to \$5,000. The Finance committee discussed the increase amount for legal fees. They did not come to a consensus and felt the case was done and there should not be any additional fees. It was suggested to go to the Attorney General's office. Lorraine spoke with the chancellor at the legal department of the dioceses. He spoke with Jasmine and felt the fee was at a very reasonable rate, with it reduce to \$5,000. Also, he wanted her to remove the non-refundable money clause. Overall, he felt this is what is needed to complete the case. He felt that she was being fair with her rate. Dorien asked if the lawyer just found out about this part of the process? Did we already know about it and it was not communicated to the vestry?

**Further Discussion took place @7:32pm** regarding the additional fees and what the vestry knew about the fees. Dorien stated that \$5,000 is just a retainer (deposit). It still can be more money depending on trial. We anticipate that we will go to trial. Tyrone wants the vestry to see the contract. The rate and fees are listed in the contract. It will be revised and then sent out to the vestry. Father Parker – We can not wait too long because the survey will expire. It is tabled for now. We will have to have a call meeting this week.  
Next Steps - Review the contract and it goes back to Finance and the Vestry.

**Worship Committee – N/A**  
**Building Project – N/A**

**Finance – Draft 2023 Budget - Two Budgets- Pledges vs. Expected Stewardship**

- Increase for the first floor of the Gordan House was factored in.
- We estimated the dividend revenue.
- \$7,200 for the King Room, estimated 6 events.
- Fundraising income was changed to \$10,000 a year for all events.

- Expecting a higher revenue amount for a luncheon for a possible Gala \$20,000 which is reasonable since we made \$12,000 this year.
  - Currently, we have \$73,936 in pledges. We voted on having two budgets.
  - Elvis \$30,000 @ \$2500 per month, includes trash, lawncare, and snow removal full year.
  - Gordan house repairs \$5,000.
  - Boiler repair \$100,000.
  - Maximum rector salary \$70,000 per year. We picked the highest amount for medical and dental benefits.
  - Bookkeepers' salary \$25 per hour for 19 hrs. per week. Administrator \$22 per hr./ 20 hours.
  - Organist 3% increase \$341.25.
  - Pension for rector \$20,346
  - Housing \$35,000 - 50% of salary
- Total Deficit \$424,150, (338,086)**

- **Kingroom**- Members \$1200, Nonmember \$1600. How much will we charge for a group having a meeting in the King Hall? How many hours? How many projected events for the year? Nichelle suggested 10 possible. Dorien changed the king room profit to 10 events @ \$800 totaling \$8,000.
- **Legal** Moving forward will we project \$10,000? Glenn suggested \$10,000. Wendy thinks it will be more. Alison and Lorraine recommend \$20,000.

Allison made a motion to allocate \$20,000 in the budget for our legal fees. Lorraine seconded. All in Favor. Motion carried.

- Wendy asked for \$5000 to put into the budget for a goal for fundraising for the youth.
- Supply Priest vs Interim Priest. Andrea reported on the meeting with the Executive Committee. There was a discussion regarding the needs of the church administratively, the cost differences, and visiting the sick and shut-in. A decision was not made. The executive committee is bringing it to the vestry.

**Discussion took place @ 8:11pm** about the pros and cons. Ms. Joan can help us administratively.

Glenn made a motion that we hire an interim priest. Lorraine seconded. Yes (2), No (6), 1 abstained. Motion did **NOT** carry. Supply priest.

- **Level Up** - Nichelle reported. Level up wants an increase to \$11,000 increase of \$4,000

David originally accepted the \$7,000 because that's what we had in the vision fund. We paid him without using the vision fund. Nichelle suggested that we negotiate. Lorraine agrees.

**Discussion took place regarding Level Up's contract.** Is his price market rate. Tyrone is working on other quotes for comparisons. David did not give us a proposal. Contract ends December 31. Lorraine suggested sharing a sexton from another church for two days a week. We need a call meeting

Allison made a motion to leave the \$11,000 in the budget for cleaning the buildings and allow the process to go forward. Glenn seconded. All in favor. Motion carried.

Wendy checked with other churches on having a sexton. They hire them for 19 hours a week.

Dorien asked about the Rector Search- Do we have to vote on the salary of the rector. It is in the budget.

Alison made a motion that we accept the 2023 draft budget as presented. Glenn seconded it. All in favor. Motion carried.

**Membership and Evangelism Committee - N/A**

**Christian Education N/A**

**Information Technology N/A**

**Need for Incorporation of Grace Church N/A**

**Rector Search** another candidate withdrew his application and one was added. There are 3 candidates. The training is done. The interviews are scheduled for January.

**Personnel Committee - Done**

**Clergy/Government-** Nichelle - It looks like we have two awards from DYCD for 15 thousand and 11 thousand. She will confirm.

**Stewardship Committee -** Money was turned in for T-shirts. We need more forms.

**Housing and Development N/A**

**Executive Committee - Done**

**Planning Committee - N/A**

**Nomination Committee** -We have the following nominees: Nichelle Phillips, Allison Kelly, Claudette Goldson, Mahalia Prescod-Onuzuruike , Natalie Hamilton-Diop, Tamara Byam will put one in.

### **Father Parkers Exit Briefing**

Check the mail, bills initialed by a warden then sent to Dorian, phone messages to be checked. Executive Committee need to look at our workman's comp. that was cancelled. He gave the warden the information for the two safes. Mr. Doney's mail has been coming and it has to stop.

### **New Business**

#### **Annual Meeting** - January 29, 2023.

There has to be copies of the Annual Report in the same format as the 2022 report. It has to be to the congregation two weeks prior to the meeting. A rector won't be present. One of the wardens will preside. The qualified voters will vote on which warden will be the officer for this meeting. Make sure nominees are meeting qualifications. There are 3 vestry member slots. It can go to four. It appears that it was always 4, but it defaulted to 3 because we couldn't get 4. Therefore, there is **four** positions opened for this election. We will need tellers. Lorraine asked how to we determine who is in good standing for those members on zoom. How was there attendance for 2022 and are they financial contributors. Dorian would have to stand by. Allison said that there is a list of contributors. They should have attended church at least once a month.

Allsion made a motion to adjourn the meeting.  
Glenn seconded. All in favor. Motion passed.

Father Parker thanked everyone  
Meeting adjourned at 9:12 pm

**Next Vestry Meeting** -January 22, 2023.

*Prepared by Andrea Williams*