

**St. Anne's Parish
Vestry Meeting Minutes
Tuesday, May 12, 2020**

Clergy and Vestry Members Present

Rev. Manoj Zacharia
Linda Adamson
Thea Chimento
Al Collins
Betty Creighton
Carrie Dana-Evans
Mark Grimes
Kev Hays
Katherine Hilton
Jason Houser
David Huggins
Sharon McElfish
Townsend McNitt
Sarah Morse
Paul Pope
Susan Thaxton

Non-Vestry Members Present

Howard Buskirk, clerk

Welcome and Opening Prayer

Manoj+ opened the meeting at 7:11 p.m. with prayer and meditation. Vestry met through a Zoom call because of the COVID-19 pandemic.

Treasurer's Report

Mark said that the Treasurer's report would come first because of all the concerns raised by the pandemic. Susan reported that in March giving was 26% under budget 31% under budget in April. Expenses were down 8% in March, 17% in April, but we need to anticipate that declines in giving will outpace declines in spending, she said. April was the lowest month for giving since 2016. The Preschool for the Arts at St. Anne's remains in the black, but April revenue was 43% under budget, she said.

When the church does open again, the Parish will have to take more precautions with more cleaning, Susan said. Those expenses will likely offset any lower costs. No decisions have been made on when the church will reopen, but it could happen this summer. Expectations are that giving will be as high as 70% of budget in October and November, as low as 50% in December. The Parish will continue to track giving on a week-to-week basis but expectations are that donations will be under the budget for the rest of the year.

The Parish faces a projected gap of \$219,000 for the year, which Susan said is a “rather conservative,” estimate. It is based on giving that is lower than the reduction during April. Susan said she didn’t want to be surprised at the end of the year. She noted that 85% of expenses are salary.

Sarah asked if there is there an opportunity for more engagement this summer within the government’s guidelines since people will be largely staying in town and not going on vacation.

The Parish is awaiting direction from the Office of Gov. Larry Hogan on reopening and Jason is working to develop a plan focused on how we will open up, Manoj+ said. There is also a staff-led look underway at small groups and house churches, he said.

Dave asked if more people are now making electronic contributions to support the church. Manoj+ said there has been some increase but not it’s significant enough to cover the gaps in giving so far.

Mark said the Parish’s application for a \$228,000 Payroll Protection Program loan under the CARES Act was approved by the government. If no one is laid off and salaries aren’t reduced, the some or all of the loan amount can be forgiven. The money should be available in a matter of days, he said. “We are very hopeful that we can retain everyone,” Mark said. “I don’t think we should be scared. ... It isn’t a dire situation. We will get through this.”

Rector’s Report

Manoj+ expressed his appreciation for the work of the Vestry. The staff is reimagining how church will be, looking at liturgical content that will go online in September. Manoj+ has asked Amy Hoffman, PASA director, to develop content for an entire month if there is another closing in the future. The Parish is looking at a plan for small groups and small group shepherds and will have something more concrete to offer in June, Manoj+ said.

Mark said he has heard only positive feedback on the work of the clergy and staff. Dave said attendance has been very good for online services. For Monday-Saturday services, we measure the online views of programs and views have to be more than one minute, Manoj+ said. The IT team is sending out a survey this week to “gauge where people are at,” he said.

Partners in Mission in Guatemala

Key presented a video developed by Mary (Purnell) Hearing, with the help of the in-country Finance Committee, highlighting the devastating impact that government-mandated restrictions tied to COVID-19 have had on the villages in Guatemala. Linda reviewed what budget categories have been used to date to purchase food. After some discussion, the Vestry supported posting the video on the St. Anne’s website and Facebook page.

Kev said it costs about \$5,000 to feed the village the program supports every 10 days. Because the situation is dire, all of the funding that would support education through next year is being diverted to pay for food, he said.

Townsend moved that the Vestry: extend the current Food Relief fund raising campaign through June 4th; expend the remainder of the 2020 PIMIG budget on Food Relief; approve (assuming EC ensures there are no prohibitions in the legal documents) a draw of up-to 5% of the principal from the Sally Lewis Fund in support of future Food Relief efforts, if needed. The motion was seconded by Paul and it passed on a unanimous vote. There was also discussion on backfilling the 2021 funding with funds drawn from the endowment, should that be necessary, but no decision has been made.

Mark left the call at 8:54 p.m. and Jason took the chair.

Facilities Report

Jason said he is working with Spire AVL, the Parish's audio-video contractor, on what installing video in the church would look like, especially after the sanctuary reopens with limits on attendance because of COVID-19 social distancing. Spire has partially completed the video projector installation in the Parish House, to be completed when shelter in place restrictions are lifted, he said.

The Facilities Committee is still gathering information on the refinishing of the floor in the Parish House and is looking more closely at gutter issues there, Jason said. ASE Engineering is scheduled to install the new fire pump controller pump in the sanctuary by the end of May, he said.

Discernment

The Vestry received an update on the discernment process for Gail and Chip Tucker. Manoj+ asked the Vestry to endorse their moving forward to the second stage of the process. Both are discerning candidacy for the Episcopal Order of Deacons. Paul moved that they be authorized to move forward, which was approved unanimously. The motion was amended at the suggestion of Manoj+ to include support for their education from a restricted endowment fund.

Parochial Report

The Parish is up against a deadline to submit the annual report, Susan said. The Parish is reporting 1,642 members, up from 1,605 a year earlier. The average Sunday attendance for 2019 was 424 and there were 30 baptisms. Operating revenues were \$982,645. Katherine moved that the report be approved as revised, which was approved on a unanimous vote.

Reconciliation Ministry

Linda discussed the mission and goals document developed over a number of months with guidance from Manoj+. She noted this is a "ministry of the whole

church,” with about three dozen parishioners active in meetings and different aspects of the work.

The Mission Statement says in part the objective is: “To have become a fully reconciled and beloved community with our neighbors at St. Philip’s and other area congregations, and to be actively engaged in truth and reconciliation and social justice efforts in the wider Annapolis community and in the diocese.” The mission is: “To listen to, learn about, and share the whole history of St. Anne’s with respect to the surrounding community, especially the congregation of St. Philip’s; To work toward reconciliation with communities and individuals who have been harmed by racist, discriminatory, and exclusionary practices; To encourage and support a culture at St. Anne’s that welcomes all people in everything that we do; To join our brothers and sisters in the Annapolis community in helping those in need and advocating for social justice.” Kev made a motion that the statement be approved as submitted, which was approved unanimously by the Vestry.

Skunk Works

Carrie said the team is holding bi-weekly meetings and continues to outreach and collect information. “This is a committee to keep your eye on,” Al said. “I’m really excited.”

Approval of April Minutes

Jason made a motion that the Vestry waive the reading of the April minutes and that they be approved as submitted, which passed on a voice vote.

Sharon led a closing prayer and the meeting was adjourned at 9:30 p.m.

Respectfully submitted,
Howard Buskirk Clerk of the Vestry