

The Episcopal Parish Church of Saint Michael & All Angels

3233 Pacific View Drive
Corona del Mar, CA 92625

The Rev. Susan Pinkerton, Interim Priest in Charge

Minutes of the Vestry Meeting (revised)

Tuesday, Sept. 14, 2021

MEMBERS PRESENT (in person):

Rector – the Rev. Susan Pinkerton

The Rev. Barbara Stewart

Clerk – Susan Brown

Christian Education – Anne Conover

Stewardship – Keith Lumpkin

Communications – Clyde Dodge

Junior Warden – Jim Palda

Ombudsperson – Steve Morris

Mission – Mary Bailey

MEMBERS PRESENT (by Zoom):

Senior Warden – Louise Stover

Diocesan guest – Canon Tom Quijada-Descavage

Treasurer – Jan Faller

Fellowship – Gail Haghjoo

Buildings & Grounds – empty

Evangelism – empty

1. Opening prayer
 - 1.1 The Rev. Barbara Stewart opened the meeting with prayer at 5:35 p.m.
 - 1.2 The Dwelling on the Word covered Mark 9: 30-37 on whoever would be first must be last.
2. Matters of General Consent
 - 2.1 Reports of commissions
 - 2.1.1 Commission reports and the revised minutes of Aug. 10, 2021, were accepted.
 - 2.1.2 Preparations for Bishop Taylor's visit on Sept. 26 include a reception organized by the fellowship commission, which could use help. The activities will include confirmations and the blessing of the chapel, as yet unnamed. Flyers have been printed, and post cards are going out.
3. Reports of Officers
 - 3.1 Interim Priest in Charge (Susan Pinkerton, or SP+)

- 3.1.1 SP+ is working with Maile Jensen to address the costs of maintaining the fire sprinkler system, which are three times as high as last year. Johnson Controls estimates that fixing the main valve connecting to the hydrant will cost \$1,200, and we are trying to get three more bids. It seems unclear why a maintenance contract does not cover this repair, nor why it wasn't addressed earlier. The fire marshal requires an inspection four times a year, and the problem had shown up in an earlier inspection. The cost would fall under deferred maintenance as a non-budget item. Clyde Dodge moves to spend \$1,200 to fix the valve, and Keith Lumpkin seconds the motion. All approve.
- 3.1.2 Our current insurance does not cover the stained art and art. A rider will cost \$1,517, bringing our insurance to \$12,594 annually when it is renewed.
- 3.1.3 SP+ attended a diocesan Zoom meeting about its plans for a \$40 million capital campaign to replenish its coffers. St. Michael's might consider piggybacking off that campaign for our deferred maintenance. The diocese would provide campaign consultants who would run the campaign in return for 20 percent of the sum raised. The diocesan campaign has four foci: seminary, scholarships, outreach, and ongoing budget.

3.2 Senior Warden (Louise Stover)

- 3.2.1 Verizon has agreed to fix the roof inside and out and will pay half of the landscaping that the city is requiring for the enclosure outside the gym.
- 3.2.2 Louise Stover is seeking four bids for fixing the trip hazards on the patio.
- 3.2.3 Post-script: After the meeting, Gail Haghjoo and Anne Conover volunteered to help with the trip hazard fix. Anne's husband, a landscape architect, will examine the patio.

3.3 Junior Warden - Jim Palda

- 3.3.1 Plans to paint the sanctuary wall are on hold over some confusion on colors. The wall will get painted and the icons arranged.

3.4 Ombudsperson – Steve Morris

- 3.4.1 He has made changes to the bylaws, now posted on the parish website. SP+ suggests a delay in the vote so that the new rector can consider them.

3.5 Clerk – Susan Brown – no comments

4. Finance commission (Jan Faller)

- 4.1 Pledging over the summer has been close to what was budgeted. Overall, the month was down \$3,000 in income, but that is less than expected in summertime, and expenses have been flat. Year to date, expenses are unchanged. Pledges are a little ahead, and expenses are down because of Covid. Pledges usually pick up in November and December.
- 4.2 Dan Valdez from the diocese used church methods to audit our books, and we

passed. We also go through a transitional inspection using internal business methods for Episcopal Church and a thorough examination of controls. He complimented us on having a bookkeeper but gave us a list of 19 areas where we could improve. Dan Valdez, who has been looking at our books for over 10 years, also puts together the diocesan mission fund and will be looking at that. A contribution of 12-15 percent is considered the standard range, but few parishes actually pay that.

4.3 Next year's budgeting is beginning. Commissions should start planning for any requests for line items that are necessary.

4.4 Jan Faller will be leaving as treasurer because he will be moving to the East Coast. Stacey Tibbetts has agreed to step into the role.

5. New Business

5.1 Consultation with Tom Quijada-Descavage on the next steps in the rector search

5.1.1. Once the transition committee has finished its draft, the diocese will review and edit it as needed. Because transition committees usually do a good job, this stage generally proceeds quickly.

5.1.2. The Vestry completes the OTM community form, the narrative that appended to national listing for St. Michael's. That listing will allow people to offer their names as potential candidates.

5.1.3 The Vestry will then consult with the diocese on the different kinds of searches and what broadening or narrowing a search pool might mean in terms of cost to the parish. Some congregations are unsure about the added expense of a cross-country move.

5.1.4 The diocese will put out the notice that names are being received. It already maintains an interest list for people who have expressed interest in St. Michael's. Problems with the server should be resolved by the time St. Michael's is ready for this step.

5.1.5 We should wait to name a search committee until some of the preceding documents are completed. We may also need some additional Vestry meetings to address these issues.

5.1.6 Compensation package. Although the diocese has not updated its materials on minimum compensation packages since 2009, the national church has information on median salaries, and the human resources commissions can provide these. Tom will send documents to help us and suggests we consult cpg.org, under publications and clergy compensation. The actual compensation package varies considerably within the diocese because of the large variation in the cost of living. Considerations include whether a parish has a rectory and how far the rector might reasonably live from the parish.

5.1.7 Size of pool. A manageable list from the diocese would be 10-15 candidates, narrowed to the top three by the selection committee, which should present them unranked to the Vestry.

5.1.8 Length of time for listing. The initial listing will run for six weeks and could be extended. The interest list already exists, and we could talk to them right away.

5.2 Because group attempts to complete area assignments for the narrative budget became confusing, Vestry members are asked to complete area assignments on their own.

5.3 The October Vestry meeting will be held Sept. 28 because SP+ and Louise Stover will be out of town. The meeting will be held by Zoom so that members of the diocese can join us to talk about the mission share fund.

5.4 The nominating committee for new Vestry members will meet an hour before the regular Vestry meeting on Sept. 28. The committee usually consists of those cycling off the Vestry as well as anyone with ideas on filling the empty positions.

6. Old Business

6.1 Negotiations with Father Paul are continuing on the facilities agreement for St. Monica's. Changes concern dates for use of the facilities. St. Michael's is asking for \$2,000 a month so long as Covid lasts

6.2 Wayne Hastings has begun the job as the new communication specialist for the parish and will be coming to staff meetings.

7. Concluding benediction

7.1 The Vestry concluded with the prayer at 6:59 p.m.