

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

Nov. 9, 2021

MEMBERS PRESENT

Rector – the Rev. Susan Pinkerton
The Rev. Barbara Stewart
Treasurer – Jan Faller (via Zoom)
Clerk – Susan Brown
Christian Education – Anne Conover
Stewardship – Keith Lumpkin

Senior Warden – Louise Stover
Communications – Clyde Dodge
Fellowship – Gail Haghjoo
Ombudsperson – Steve Morris
Mission – Mary Bailey

Absent – Junior Warden Jim Palda

Buildings & Grounds – empty
Evangelism – empty

1. Opening
 - 1.1. Prayer by Susan Pinkerton opened the meeting at 5:30 p.m.
 - 1.2. The Dwelling in the Word came from Mark 4:35-41, on Jesus rebuking the wind.
2. Matters of General Consent
 - 2.1 Minutes of the Vestry meeting of Sept. 28 were accepted as submitted.
 - 2.2 Reports of commissions were accepted.
 - 2.3 Upcoming parish events include the following:
 - 11/13 Diocesan convention
 - 11/14 Stewardship Sunday and the rollout of the narrative budget, to be presented more informally. Three letters have gone out to parishioners.
 - 11/24 Thanksgiving Day service.
 - 11/28 Advent begins, with the Advent wreath event. The fellowship committee will provide an intergenerational chance to make Advent wreaths.
 - 11/21 The holiday gift fair
 - 12/25 The Christmas Day service, at 10 a.m.
3. New Business

- 3.1. The parish needs to review and consider adoption of the diocesan Model Policy for the Protection of Children and Youth as part of its policy for a safe church. It would be required for staff and volunteers who work with children and can be undertaken on one's own. St. Michael's will need to create more visibility, such as interior windows in four of its doors, in order to comply with the policy and protect children and vulnerable adults. We could adopt the diocesan policy and incorporate it into our contracts with outside groups to ensure that we are doing our utmost to be compliant. We will also need something for the Whiz Kids because the blinds do not work anymore.
 - 3.2. Clyde Dodge reports that the concept of 12 Vestry members, with four rotating off each year, does not seem to work out. Clyde moves for a small subcommittee to discuss the issue and propose any changes needed for the upcoming Vestry election. Steve Morris seconds. The motion passes unanimously. Clyde and Steve agree to discuss the issue, keeping in mind the new bylaws.
4. Reports of Officers
- 4.1 Interim Priest in Charge (Susan Pinkerton)
- 4.1.1 Susan Pinkerton and Melinda Rader are putting together a newcomer commission that will create a packet for newcomers, to be sent the next business day after a visit, with a welcome letter and a copy of the Messenger. Wayne Hastings will help us make pew cards, which could have a QR code so visitors can look at our website while they are on the campus. Because follow-up is critical for return visits, the parish might consider newcomer gatherings and provide nursery care if needed, so as to showcase what we do and provide hospitality. The commission is open to anyone who wants to be on it.
 - 4.1.2 The facilities agreement with St. Monica's is nearly ready. St. Monica's will be doing more and more at their new home. Beginning in January, we will get corridor in the gym so the Godly Play and Sunday School rooms are available to us.
 - 4.1.3 The annual staff reviews are continuing, with emphasis on revision of job descriptions so that the new rector will know what each person is doing. We have also completed new background checks through a company hired by the the diocese, as part of the child protection policy.
 - 4.1.4 Mary Bailey and Barbara Stewart deserve kudos for their work with OC Moms. We are working to sustain our relationship with this organization and provide volunteer opportunities.
 - 4.1.5 Maile Jensen and Susan Pinkerton are working to control costs on the fire sprinkler system by getting three new bids, which they will take to the finance committee. One of the bids is about half of the more than \$8,000 charged this year by Johnson Controls. We also have fixed the malfunctioning valve, and the sprinkler system has passed inspection.
 - 4.1.6 Susan Pinkerton met with Angie Evans of Harbor Day School to discuss potential use of the community garden as an outdoor science lab.

4.2 Senior Warden (Louise Stover)

- 4.2.1 We have replanted around the outbuilding to comply with requests from the city. Next up in negotiations with Verizon are updates and repairs to the roof, inside and out. For now, we expect the gym to remain open.
 - 4.2.2 Tom Nicholson has told Anne Conover that the trip hazards on the patio can be fixed. Anne will follow up.
- 4.3 Junior Warden - Jim Palda (out of town)
- 4.4 Ombudsperson – Steve Morris
 - 4.4.1 Steve Morris would like to resume the ride service that parishioners could call on for transportation to church, possibly by pairing up drivers to those who need rides. According to Susan Pinkerton, each passenger now will have to sign a waiver to participate in a church-sponsored activity.
- 4.5 Clerk – Susan Brown – no comments
- 5. Finance commission (Jan Faller)
 - 5.1 Income and expenses were higher than budgeted in October, so there were no net surprises. We are close to budget on pledges, a good outcome given the season, and we received a non-pledge donation to bring us over budget. Expenses came in Buildings and Grounds and in payroll, with the choir and the new tech person. Half of the cost of the plantings will be reimbursed by the city, according to Louise Stover.
 - 5.2 Looking forward, we will need much more pledge income, particularly since St. Monica's and Harbor Day School will stop using our facilities. The expense for the rector will go from about \$50,000 to \$190,000 in 2023. The pledge target for 2022 is \$290,000. We need to communicate this need for income to the parish, perhaps at the annual meeting, and seek creative ways of raising more money.
 - 5.3 We are setting up the budget for 2022 and need commission requests sent to Maile by Dec. 6.
 - 5.4 Jan Faller moves to give \$4,250, roughly 10 percent of the forgiven loan from the Payroll Protection Plan, to the diocesan Mission Share Fund. Louise Stover seconds. The motion carries unanimously.
- 6. Old Business
 - 6.1 Giving Sunday will be Dec. 5, and we want to have a celebration afterward. We will need to coordinate with Kerygma.
 - 6.2 Comments on the draft parish profile are circulated.
- 7. Concluding prayer
 - 7.1 Barbara Stewart concluded the Vestry meeting at 6:48 p.m. with prayer.