

**ST. PAUL'S EPISCOPAL CHURCH**  
**Vestry Meeting Zoom**  
**February 22, 2022**

**Present:** K. Lewis+ - Rector, L. Farmer-Lewis – Associate Clergy, J. Bryce, D. Clark, G. Crabtree, S. Henderson, J. Irwin, P. Kressler, S. LeDuc, M. McKee, D. Parks, M. Wawro, S. Boron, Secretary

**Absent:** J. Baker, L. Hall

**Call to order:** The meeting was called to order by K. Lewis+ at 6:35 pm. Devotions were given by K. Lewis+.

**Consent Agenda:**

**Additions to the agenda under Action Items:**

- Covid restrictions from Bishop Perry.
- Proposal to inspect Church building structure from c2ae at a cost of \$6,000
- Hire M. Hart to do a project on social justice advocacy
- Audit approval

**M. McKee moved to accept additions the agenda as amended. Support by J. Bryce. Motion carried.**

- Minutes for January 18, 2022 Vestry Meeting

**G. Crabtree moved to accept the January 18, 2022 minutes. Support by M. Wawro. Motion carried.**

- Treasurer's Report – January 2022 (Handout #1)

**P. Kressler moved to accept the Treasurer's report. D. Parks support. Motion carried**

**Correspondence & Clergy Report:** K. Lewis+

- Women's retreat has been canceled since only 8 had signed up.
- K. Lewis+ has asked some to volunteer to plan fun activities for the congregation.
- Preparation for Lent is under way. Lenten Madness brackets due on Ash Wednesday.
- L. Farmer-Lewis will begin a new bible class and movie series in March.
- Vestry Day was virtual. Comments were shared by those who attended.

**Discussion Items:**

- Brief orientation for new Vestry members will be done at the Vestry retreat March 12, 10 – 2 at the church.

**Action Items:**

- Richard Sellers gift & options for Mission and Outreach (Handout #2) – Richard Sellers and his partner Neil Gatton were members of St. Paul's. On the death of the survivor, their estate was left to 3 beneficiaries, one being St. Paul's with the stipulation that a fund be established as the Richard A. Sellers Memorial Trust to be used at the discretion of the vestry and rector. The restrictions on the use of the fund include: no more than 20% of the principal may be withdrawn annually; all of the interest may be expended annually; the principal must be invested "conservatively". Neil Gatton's ashes are to be buried at St. Paul's. Handout #2 from J. Irwin recommends placing 80% in the Diocesan Growth and Income Fund and 20% in St. Paul's Ameriprise equity accounts. Detailed questions regarding the investments and the management of them were asked and answered. Vestry needs to decide how to invest the fund and designating 10% of the total to the Mission & Outreach Restricted Fund. K. Lewis+ suggested

that rather than designating 10% from the gross amount, to instead take 10% whenever the funds are distributed from the fund.

- **Jeff Irwin moved to accept the financial gift from Richard Sellers. Upon receipt of the funds a separate account will be established named “The Richard A. Sellers Memorial Trust.” 20% of the proceeds will be placed in the existing Ameriprise investment account and 80% of the proceeds will be invested with the Growth and Income Fund of the Diocese of Michigan. Earnings from the investment accounts will be reinvested. The Vestry will discuss and determine appropriate future use of the funds in compliance with the gift instrument. Support by M. McKee. Motion carried.**
- P. Kressler called the question to end the discussion.
- **J. Irwin moved to designate 10% or \$18,000 of the Richard A. Sellers Memorial Trust to the Mission and Outreach restricted Fund. Support by M. McKee. Motion carried.**
- Staff extra vacation per Bishop Perry – D. Parks and M. Wawro.  
Clergy and paid staff are to be granted an additional week of vacation with clergy getting an extra Sunday off. There are four paid employees at St. Paul’s that would benefit – K. Lewis+, L. Farmer-Lewis, T. Milne, and S. Gewirtz. **P. Kressler moved that paid staff is to be granted an additional week of vacation with clergy getting an extra Sunday off. Support by D. Parks. Motion carried.**
- Sign up for VPOD – S. Henderson volunteered to organize the VOP schedule.
- Sexual Misconduct Policy – all new vestry persons need to read and sign the policy.
- An audit to make sure that St. Paul’s is following the policies of the Diocese. M. McKee and J. Bryce volunteered to meet with K. Lewis+ to conduct an audit.
- Budget adjustments – Handout #3  
**J. Irwin moved the 2022 budget be amended as:**  
**#1 - The Associate Rector was budgeted for a car allowance of \$1,020. The amount was included in the line for Rector car allowance so this budget line was redundant and should be removed.**  
**#2 - There was an input error in the 2022 pledge numbers. The correct total 2022 pledge is 68 totaling \$282,862. We budget 95% of the pledge commitment so the Pledge revenue for account # 400000 should be changed to \$268,719.**  
**#3 - The budget draft had Music supplies account # 550530 for \$1,500 listed twice for a total of \$3,000. The budget for Music supplies account # 550530 should be changed to \$1,500.**  
**#4 – The Lansing Symphony Orchestra concert budget for \$15,000 from the Shawver Fund will not be take place in 2022. Therefore the 2022 budget for \$15,000 should be removed from the 2022 budget.**  
**#5 Other items as discussed and passed at the 2/22/2022 vestry meeting.**  
**Support by G. Crabtree. Motion Carried.**
- K. Lewis+ requested permission to hire M. Hart for \$5000 to do a project on social justice advocacy and ministry, produce a document as a guide for St. Paul’s in the future. Discussion included paying for the project from the Sellers Trust, identify issues that are possible to pursue as goals for social justice activities, involve Bishop Perry, and identify and explore how to advocate for social justice. **J. Irwin moved that \$5000 from the Richard A. Sellers Memorial Trust be used to hire Michael Hart for a project on social justice advocacy ministry. Support by G. Crabtree. Motion carried.**
- Bishop Perry’s COVID directive was reviewed. Masks not required, coffee hour and food gatherings approved with extra space to avoid crowding. How far do we want to go with relaxing the restrictions? Discussion: masks optional for those who want or not but required for

those who are not vaccinated; suggest that those vulnerable continue with masks; strongly encourage masks; unvaccinated required; there are those who won't attend church if they are required to mask; it is an issue that is ethical and about caring for the other; how do we move into an endemic as a church; no one knows what is the best choice. Consensus is to strongly encourage wearing masks to care for self and others including children, unvaccinated need to mask; coffee hour is ok; no nursery but the room will be open for use by parent and child. The vestry will review the COVID policy on a monthly basis.

- Proposal to inspect church building structure from c2ae at a cost of \$6,000. Handout # 4  
There was a commitment after the wall reconstruction to conduct a structural inspection every 5 years. Expense will come from building maintenance has been included in the 2022 budget. **S. Le Duc moved to accept the bid from c2ae for \$6000. Support by D. Parks. Motion carried.**
- 2020 Audit Report (Handout #5) Vestry is to read the Audit Report this week. K. Lewis will conduct an electronic vote by email to accept the audit.

The meeting was adjourned at 8:32pm with reminders of all who need our prayer, a moment of quiet and prayer by K. Lewis+.

**March 2, 2022 – Ash Wednesday, noon and 7pm services**

**March 12, 2022 – Vestry Retreat 10:00 – 2:00**

**March 21, 2022 - Vestry Meeting in person, devotions M. Wawro**

Respectively Submitted by,  
Sarah J. Boron, Secretary

Handout #1 – January 31, 2022 Financial Report

Handout #2 – Sellers Fund financial discussion and recommendations

Handout #3 – Proposed corrections to the 2022 Budget

Handout #4 – Bid by c2ae for structural inspection

Handout #5 – 2020 Audit Report