

MEETING OF THE VESTRY OF ST. PHILIP'S CHURCH IN THE HIGHLANDS  
November 20, 2021  
9:00 AM

AGENDA

Opening Prayer - Preston

Discussion about policy for guests at vestry meetings

Minutes for Approval - October 27, 2021 Vestry Meeting

Treasurer's Report

Rector's Report

worship updates - dates for worship and ministry Advent and Christmas  
baptisms, confirmation class  
Convention report

Warden's Report

Ministry Reports/Questions

Other Business

Adjourn

Next Meetings:

December 18, 2021 9:00 AM

Do we wish to move to evening meetings?

MINUTES OF THE VESTRY OF ST. PHILIP'S CHURCH IN THE HIGHLANDS  
Thursday, October 27, 2021  
7:00 pm via Zoom

**ATTENDANCE**

Rev. Amanda Eiman, Rector; Terri Akbas, Senior Warden; Sarah Bayne, Junior Warden; Will Felder, Treasurer; Preston Pittman, Clerk of the Vestry; Margy Gerber; Paul Kantor; Chris Nowak, Fred Osborn; Joe Plummer; Gabe Salas; Jennifer Sandlund

**APPROVAL OF THE SEPTEMBER MINUTES**

Terri Akbas made a motion to accept the September minutes. Fred Osborn wished to note that the issue with the choir robes had been a misunderstanding and 27 robes had been returned. Sarah seconded the motion, which was unanimously approved.

The meeting was opened by prayer and a reminder to conduct the meeting according to the guidelines given to us by Bishop Glasspool at the closed meeting we had with her.

**TREASURER'S REPORT**

Will Felder reported that a draft of the 2022 Budget was emailed to the Vestry for review. Pointing out highlights, Will noted that for the past several years the pattern of expenses has always been around \$400,000. Basically, we understand what these expenses will be and it would be difficult to cut them further. What revenue will be received is difficult to predict. One of the best years for revenue was 2019, when we were recipients of a \$100,000 gift.

Will explained that the Nursery School lost tuition in 2019 due to COVID.

Will noted that the largest category of expenses is, and traditionally has been salaries, payroll taxes and employee benefits amounting to about \$156,000. This is followed by the expenses of Building and Grounds averaging about \$65,000 over the past few years. There is a certain amount of maintenance that can be deferred.

Nursery School expenses represents salaries, and in spite of the loss of tuition due to COVID, much was covered by government loans. The endowment is now again at \$1.2 million. In 2019, the Vestry made a decision to NOT draw on the endowment to cover gaps in the Budget. Will suggested that religious institutions are different from other non-profits if only because "hope" is part of the plan. Terri added that at the end of every October, the Vestry is concerned about meeting the Budget and this year, because of all the changes and disruptions there was no Stewardship Campaign, but that Charlotte Rowe has agreed to organize the Campaign this year.

Will said that he has gathered the budget requests from the various committees and incorporated them into the operating expenses for 2022. Will added that he recommends that we review the proposed Budget, revise it as needed, and vote for approval in November.

(Ron Madden joined the meeting as a guest by zoom).

## **RECTOR'S REPORT**

Rev. Amanda reported that the next special meeting with Bishop Glasspool is scheduled for November 6, from 8:00 to 10:00 AM.

Next, Rev. Amanda noted that we have continued with the meditation and yoga class, and have begun to offer Evening Prayer on Wednesday nights. A Women's program is being offered, and a new Church member, Katherine Illian will be offering a spiritual program during Advent. In addition, an Advent Evensong is being offered in collaboration with St. Mary's, Graymoor, and Our Lady of Loretto. The Christmas creche is scheduled to be set up on December 5.

For Christmas, Rev. Amanda reported that she and Owen, the interim Director of Music, have been discussing having three services Christmas Eve, one on Saturday (Christmas morning) and then our regular schedule on the next Sunday.

## **WARDEN'S REPORT**

Terri reported that Tony Marcellin is retiring.

Karen Lindros, head of the Friends of St. Philip's wishes to close their account and donate the balance to St. Philip's. The "Friends" have not been functioning since the pandemic began.

Terri noted that NYS is now requiring that we provide sick time to part-time employees.

## **MINISTRY REPORT**

Joe Plummer proposed engaging a professional to canvas the congregation, including former congregants no longer attending, New members of the church, and long-time members still attending. Joe explained that these short telephone interviews might detect patterns and give us a better vision of where to go from here. Sarah expressed frustration that the "Lombard process" did not go further and agreed that Joe's proposal might provide more useful information. There seemed to be a consensus that this could be a good idea and Joe was encouraged to develop the plan further. He invited each Vestry member to provide him with up to 8 names of people in each category as potential interviewees. Joe added that the interviewer he has in mind, Denise, has a long career in social media research.

The meeting ended at 8:41 with prayer and a musical offering.

Respectfully submitted by:  
Preston Pittman, Clerk of the Vestry

***St. Philip's Nursery School Liaison Report to the Vestry***  
**November 2021**  
**Sarah Bayne**

The St. Philip's Nursery School Committee met on Thursday November 4, having not met in October. All members were in attendance. It was announced that Kate Calligaro has agreed to be Deputy Chair, and Travis Yuengst has agreed to be the SPNS Committee treasurer. Per the charter, all officer positions are one year with renewal possible at the end of the fiscal year, on June 30.

There are presently 25 students, to be 26 in January. A successful Halloween parade ending with trick or treating at Amanda's was a nice new tradition. There is an upcoming open house on Monday 11/22 so that parents can come see classrooms, learn about curriculum and see their kid's artwork /journaling. Teachers have participated in CPR training this fall and worked in partnership with area preschools on program and curriculum during the professional development day in early November. Regular staff meetings are promoting collaboration and curriculum planning.

Recommendations from the committee to require testing for all students after the Thanksgiving and Xmas break resulted in a letter sent by Betsy and cosigned by the committee announcing this plan to all parents. One parent objected to the testing requirement but has now agreed to participate. Funding for teacher and staff testing materials has been donated by a member of the committee.

Lauri Sawyer was contacted about legal requirements for starting an afternoon program. The committee did not have a chance to discuss Lauri's information and will do so at the December meeting. On the one hand, the legal hurdles remain difficult to overcome, but many of us believe that were we to find one person who was interested in taking on the business details of applying for insurance and an LLC, we could get a program started. It has been recommended that more members of the committee be involved in the search and interview process and that Betsy continue to get to know other preschool leaders in Garrison and Cold Spring in searching for possible candidates.

As coffee hour and other parish activities move indoors, discussion about boundaries and the use of shared space are occurring in the hopes that the NS classroom materials can be better respected while Sunday activities can also occur.

## *Service to Others/Outreach Liaison Report to Vestry*

1. We are again collected personal care item kits for the residents of Hedgewood in Beacon as a Christmas gifts organized by Sue McClain.
2. We received the grant of \$15,000 from the international committee of the diocese to help the school in Leland, Kenya to build a girls dorm. The grant has been deposited and now we need to work out a system of management of the funds and building a deeper relationship. The citation was shared at Sunday worship.
3. A beautiful set of linen drapes were donated to Rural Migrant Ministry new home at the Grail in Cornwall by Joan Turner, a friend of St. Philip's. Kathy Plummer organized the gift and the delivery this week. The Rev. Witt was happy to receive these quality drapes to make their new home more welcoming.

There are no items requiring action other than support the Hedgewood gift program.

Respectfully submitted,  
Joe Plummer

## ***WORSHIP Liaison Report to Vestry***

**Date:** 15<sup>th</sup> November 2021

**Author:** Fred Osborn

### **Ministry/Action Items Completed this Month:**

Attendance at 8am Sunday Services remains small but steady.

Attendance at 10 am Sunday Services varies but is growing. There are now 5 – sometimes 6 – people in the choir. Interim Music Director Owen Borda has started a bell choir.

Several Sundays have seen a plethora of children and parents speak warmly of the Children's Chapel program.

**Ministry/Action Items in Progress/Pending:** None

**Items Requiring Vestry Vote:** None

## ***Buildings and Grounds Committee Liaison Report to Vestry***

**Date:** November 20, 2021

**Author:** Paul Kantor

### **Action Items Completed:**

- \* Church humidification system installation.
- \* The waterline trench project completed.
- \* Water damage repairs in cottage and church.
- \* Movement of storage items to church completed.

### **Action Items In Progress/Pending:**

- \* Donation of a snowblower to the church. Pickup is to be arranged.
- \* Storage space. Issues of limited space, appropriate use of church basement are under review in respect to storage of particular items. Monitoring of humidity has started and the findings will assist in long range planning, but it was decided to scatter chairs and some choir robes to other locations, and to continue to use this space for other items while a dehumidification system is tried.
- \* Custodial maintenance. The committee decided that there are several important regular responsibilities (leaves out of gutters, drains clear, water emptied in basement, batteries changed regularly on many devices, Parish House boiler bled weekly, etc.) should be done more regularly by paid custodial assistance. Reliance on volunteers has often not saved money due to uneven attention and performance of many tasks. Two candidates are to be evaluated for this work, and also for winter grounds management responsibilities, including snow removal. A job description of specific duties was prepared by Jim B for the B and G Committee, and to aid in candidate selection.
- \* Reallocation of church monitoring responsibilities: Chris S and Jim B are preparing a detailed description of respective duties of the two grounds coordinators.
- \* Budget retrenchment. The draft 2022 budget projects a reduced expenditure by B and G of around \$65,000. This is below our requested \$75,000, and well below the \$82,000 actually spent in 2019 and 2020. Evaluation of actual B and G expenditures in 2020 in order to identify areas of potential expenditure savings is to be done by Chris S and Paul K.
- \* Trees selected by David G and Ian Kingsley to be removed for safety reasons at cost of \$4490.00. Approved by vestry vote.

\* Tony's retirement on 12/22. The committee will ask for donations to provide a cash gift and participate in a retirement event organized by the nursery school. Jim B will assist in organizing this.

**Items Requiring Vestry Vote: NA**



*History/Archives Liaison Report to Vestry*

**Date:** November 16, 2021

**Author:** Margy Gerber

**Ministry/Action Items Completed this Month:** Nothing to Report

**Ministry/Action Items in Progress/Pending:** None

**Items Requiring Vestry Vote:** None

## *Youth Ministry Liaison Report to Vestry*

**Date:** 11/16/2021

**Author:** Jennifer Sandlund

### **Ministry/Action Items Completed this Month:**

#### *Cross Trainers:*

On Sunday, November 7, the Cross Trainers met at the Parish House for an introduction to Bible Study where they discussed different translations of the Bible, discussed the Gospel reading of the day, the raising of Lazarus, and enjoyed a generous and delicious meal provided by Catherine Illian.

### **Ministry/Action Items in Progress/Pending:**

On Sunday, November 21, the Cross Trainers will be visiting Second Chance Foods in Brewster to learn about this non-profit that has a mission to break the cycle of wasted food and food insecurity in our region.

## *Communications Committee Liaison Report to Vestry*

**Date:** November 16, 2021

**Author:** Terri Akbas

**Ministry/Action Items Completed this Month:** Nothing to report

**Ministry/Action Items in Progress/Pending:** The 2<sup>nd</sup> edition of The Messenger will be published/distributed in mid-December.

**Items Requiring Vestry Vote:** None