

MINUTES OF THE VESTRY OF ST. PHILIP'S CHURCH IN THE HIGHLANDS

Saturday, June 26, 2021

9:00 am via Zoom

ATTENDANCE

Present: Rev. Amanda Eiman, Rector; Sarah Bayne, Junior Warden; Will Felder, Treasurer; Preston Pittman, Clerk; Margy Gerber, Chris Nowak, Fred Osborn, Joe Plummer, Gabe Salas, Jennifer Sandlund

Absent: Terri Akbas, Paul Kantor

OPENING PRAYER

Sarah Bayne offered an opening prayer.

APPROVAL OF MAY 22 MINUTES

A letter was received from Dean Anderson, a former warden, regarding a report made at a prior vestry meeting that someone at the choral society said that their intention was to "starve" St. Philip's. Dean said that this was not the intention of the leadership there and that he wished his letter to be mentioned in the minutes. Following some discussion, it was agreed that something having been recorded in the minutes and accepted by the Vestry should not be altered, but the objection could be noted in these minutes.

Chris Nowak made a motion to accept the May minutes. Sarah seconded the motion which was passed unanimously.

RECTOR'S REPORT

Rev. Amanda reported that she had received a letter from a parishioner, who acknowledged that she had not been to St. Philip's in some time, but recently was told that St. Philip's was no longer a welcoming church and she was requesting that her donations for this year be returned. There was discussion questioning the legality of this request. Sarah said that she would contact the Diocese and communicate with the parishioner. However, the consensus was that money donated to the church (and not for the purchase of something) is not refundable.

Rev. Amanda reported that she has been in communication with Nora Smith from the Bishop's office who is recommending the professional services of an outside mediator to assist with resolving what she described as the "unprecedented amount of conflict between St. Philip's and the "members" of the Choral Society". Jay Wittmeyer from the Lombard Mennonite Peace Center will be contacting the Vestry and the Rector to discuss the possibility of working with us and what it would entail and what the expense would be. There was considerable discussion as to what the purpose and goals of this mediation would be at this point, as members of the Choral Society have adamantly stated that they will not return until there is a new Rector. Fred Osborn said that he believes that there are people at the Choral Society who would welcome the opportunity for interaction of some kind, but would need to be convinced that the mediation is independent of the Bishop.

Rev. Amanda announced that she will be away on July 11, 18, and August 8. She has arranged for supply priests to substitute in July and that Daniel Bentley will lead Morning Prayer on August 8.

WARDEN'S REPORT

Sarah asked the Vestry to keep the new Nursery School Director, Betsy Alberty, in their prayers as she begins her job "solo". Joe Plummer thanked Will Felder for his gracious remarks expressing our gratitude to Anita Prentice for her service. It was noted that approximately \$35,000 was raised for Faculty Support Fund at the party for Anita.

TREASURER'S REPORT

Will reported that we are on target with our current budget, but by October we should be assembling a budget for 2022. Given the circumstances, we can't wander into 2022 as we have in the past couple of years. Will said that it is important for the Vestry to take responsibility for raising the money the church needs to function and to make sure that the money raised is spent judiciously. *He requested that committees have budgets submitted to Amanda by Sept. 30.*

It was noted that not only do we not have a stewardship plan, but we don't have anyone making a plan. And that plan can't just be an annual appeal for pledging, but it needs to be an ongoing process. Joe suggested that someone from the congregation, not on the Vestry, might be a possibility for a stewardship campaign leader.

Will reported that the current investments are healthy, and worth over \$1 million, but of course, we want to avoid touching the capital for any operating expenses. He concluded his report by noting that he keeps hearing absurd rumors about St. Philip's financial conditions. In fact, for the moment, we are fine.

Gabe Salas requested that the vestry conduct a review of the current by laws in the near future.

ADJOURNMENT

Sarah made a motion to adjourn the meeting. Preston seconded the motion. The meeting was adjourned at 11:13

There will be no Vestry meeting in July. The next meeting will be on August 21.

Respectfully submitted by
Preston Pittman, Clerk of the Vestry

MINUTES OF THE VESTRY OF ST. PHILIP'S CHURCH IN THE HIGHLANDS

Saturday, August 21, 2021

9:00 am via Zoom

ATTENDANCE

Present: Rev. Amanda Eiman, Rector; Terri Akbas, Senior Warden; Sarah Bayne, Junior Warden; Preston Pittman, Clerk; Margy Gerber; Paul Kantor; Chris Nowak; Fred Osborn; Joe Plummer; Gabe Salas; Jennifer Sandlund

Absent: Will Felder, Treasurer

CALL TO ORDER

Rev. Amanda called the meeting to order at 9:15, opening with a prayer & discussion of Anne Lamott's book, "HELP, THANKS, WOW".

APPROVAL OF THE JUNE MINUTES

Rev. Amanda asked for a motion to approve the minutes of the June meeting. Gabe pointed out that there was no direct reference to Dean Anderson's letter which Dean had specifically requested be included in the minutes. The letter had stated that it was not the intention of the Choral Society to "starve St. Philip's". If this had been heard, it was the opinion of one person. Gabe also noted that he had requested a review of compliance with the current Bylaws, and that Will Felder had announced his intention to have the budget for next year completed by the end of September, to which end he would need budget items from the committees submitted by the end of August. Gabe said that he believed that minutes should reflect what was discussed at a meeting and not edit out content. Fred Osborn made a motion to edit the minutes to include the three items mentioned by Gabe. Gabe said that before approving the minutes that they should be edited and sent out again for approval.

RECTOR'S REPORT

Rev. Amanda reported that St. Philip's Church offered Vacation Bible School to 18 children, and would have a special "Welcome Back" Service on September 12. There are plans to begin a Wednesday night Evening Prayer Service. She added that all reasonable precautions will be followed regarding concerns with the spread of COVID.

There is a new tenant in the cottage who is a registered nurse, who can volunteer service to the Nursery School and Parish Hall as needed.

Charlotte Rowe has agreed to Chair the Stewardship Campaign this fall.

Rev. Amanda announced that she is planning a "ministry fair" to present the services offered by the different ministries.

WARDEN'S REPORT

Terri reported that Lauri Sawyer, an attorney, has offered to do pro bono work for the church. Joe Plummer suggested that perhaps Lauri Sawyer would review the Nursery School Charter, which will require approval of the Vestry. The Charter is intended to clarify the relationship between the Nursery School and the Church. Gabe suggested that the treasurer of the Nursery School and the Treasurer of the Vestry coordinate efforts.

There was discussion of coordinating the coffee hour after the 10:00 service going forward. Rev. Amanda said that Micki was putting out a link for signing up for the coffee hour.

BUILDINGS AND GROUNDS COMMITTEE

Paul Kantor commented on the difficulty of maintaining an old place without spending any money. He announced that inspections have been made and were possible, some items can be deferred. There are some things that MUST be attended to. A humidification system needs to be installed by November to maintain the warranty on the organ. It will cost a couple of thousand dollars for the equipment, but Chris Nowak can install it. A MOTION WAS MADE BY PAUL AND SECONDED BY FRED TO APPROVE THE PURCHASE OF THE HUMIDIFICATION SYSTEM, WHICH WAS PASSED UNANIMOUSLY.

Paul reported on the real necessity to remove two dead trees and a stump. He has a bid from Ian Kingsley for \$4,490, which is considered fair, and in addition we have a good relationship with him which we wish to maintain. FRED OSBORN MADE A MOTION TO APPROVE THE REMOVAL OF THE TREES AND STUMP. SARAH BAYNE SECONDED THE MOTION, WHICH WAS UNANIMOUSLY APPROVED.

The question of an AC/split unit for the church office was postponed, as were several other items - a section of wall, handicap accessibility for the Parish House, and a rectory generator.

TREASURER'S REPORT

In Will Felder's absence, Terri gave a brief summary, stating that expenses are on target and paperwork will be submitted for the second round PPP loan forgiveness from the Federal government.

It was noted that as of yet, we have made no financial commitments with Jay and the mediation center. Fred suggested another zoom meeting with Jay to summarize his initial findings.

Terri Akbas made a motion to adjourn the meeting. Preston seconded the motion which was unanimously approved. The meeting ended at 11:46.

Respectfully submitted by
Preston Pittman, Clerk of the Vestry

MINUTES OF THE VESTRY OF ST. PHILIP'S CHURCH IN THE HIGHLANDS
Special Meeting with Jay Wittmeyer of the Lombard Mennonite Peace Center
Saturday, September 7, 2021
7:00 pm via Zoom

ATTENDANCE

Jay Wittmeyer; Rev. Amanda Eiman, Rector; Terri Akbas, Senior Warden; Sarah Bayne, Junior Warden; Preston Pittman, Clerk; Margy Gerber; Paul Kantor; Chris Nowak; Fred Osborn; Joe Plummer; Gabe Salas; Jennifer Sandlund

Jay Wittmeyer reviewed his communications with the HCS (Highlands Choral Society) regarding a proposed mediation. They emphasized their spirit of community and the "new adventure " of building a new community. He was told about the importance of Woody Entrekin, whom some members of the HCS consider pastor. They are NOT interested in mediation. They added that under Rev. Geer, there was more of a "Unitarian" feeling, more welcoming and not so emphatically "Christian".

Paul Kantor said that he felt that the conflict between Woody and Amanda was much more to the point than what was being described by the HCS to Jay. There is ill will and animosity towards Amanda. Sarah said that she doesn't think that there is such closed mindedness of the SHCS in rejoining St. Philip's. Jay responded that the people he spoke to were adamant in their attachment to Woody and their "vision ". Gabe and Sarah said that they thought this was a problem of sample size.

Chris Nowak said that Jay had clearly been engaged to mediate between two groups and the representatives of the HCS refuse to mediate.

Jay said that this situation will not solve any problems. He said that he will summarize his findings and issue a copy to the diocese. He added that to go forward, there needs to be a coming to mind within the St. Philip's congregation.

Joe Plummer suggested that we should maintain and work hard on our personal relationships with our friends attending the HCS. He added that there may be other ways to reach out that we haven't yet tried. The "problem" has shifted from a personal situation to a community one.

Fred Osborn offered that the problem between the HCS is not one of too much "churchiness" on the part of St. Philip's, but essentially a problem Woody and Amanda. Paul reminded the Vestry that the representatives of the HCS have again and again affirmed that they will not talk to us unless Amanda leaves, which is not an option.

There followed considerable discussion about the crux of the issue between Woody and Amanda. Joe said that we must look to the future and ways to create healing. Preston said that while there might be some benefit in analyzing the past so as not to let something like this happen again, it was not appropriate to rehash all of this Woody versus Amanda story in front of an "outsider"

who has completed his report, which was the purpose of tonight's meeting. Preston made a motion to adjourn, with thanks to Jay. Sarah seconded the motion. The meeting was adjourned.

Respectfully submitted by
Preston Pittman, Clerk of the Vestry

Outreach/Service to Others Liaison Report to Vestry

Date: 9/14/21

Author: Joe Plummer

Ministry/Action Items Completed this Month: Anne Symmes created a master plan for landscaping the new Rural Migrant Ministries headquarters in Cornwall. On 9/18 there will be a gardening day for volunteers to help begin executing Anne vision and blueprint at 9:30. It is organized by Jim Bopp with volunteers from St Philips and the Highlands Choral Society.

Ministry/Action Items in Progress/Pending: nothing to report

Items Requiring Vestry Vote:

Fellowship Committee Report to Vestry

Meeting was held via Zoom on Wednesday, September 14th at 10:30 AM

Members Present: Rev. Amanda Eiman, Carolyn Copeland, Jennifer Sandlund, and Vestry Liaison Gabriel Salas

Members discussed whether or not to encourage the congregation to wear name tags as we return to our fall activities and welcome new members of the congregation.

Members suggested ideas to encourage more robust Coffee hour participation and ways in which to make sign ups more efficient and organized. A sign-up website commonly used in schools, Sign Up Genius, was recommended. Congregants can follow a link provided in the weekly bulletin and emails or follow simple instructions provided on a clipboard that will be set up at coffee hour. This website will also provide email reminders to participants who sign up to host a coffee hour slot.

Members discussed holiday activities for Halloween, Christmas, and Blessing of the Animals. Garrison School is already hosting a “Trunk or Treat” event and it was decided that we didn’t want to create a duplicate event. One member suggested a Harvest Party after Sunday service since Halloween will be taking place on a Sunday this year. Traditional games will be set up and refreshments will be served.

Blessing of the Animals is a very popular annual event that is attended by many members of the community. Members suggested that after the service refreshments may be served outside which will welcome conversation and engagement with the St. Philip’s community.

Members exchanged ideas about how to celebrate our Christmas traditions with the challenges of maintaining safety from COVID. Last year, the children were not able to perform their annual pageant and created a virtual pageant on video instead. Until we have a better understanding of what the future vaccination status of children will be in the congregation, it’s challenging to plan a pageant and members decided to table that planning for now. Without an indoor pageant, members needed to plan for another outdoor creche ceremony not unlike the ceremony that was hosted last year. It was decided that the creche ceremony will take place on December 5th at 4 PM. This year’s event will offer caroling and refreshments.

The St. Philip’s Sexton will be retiring soon and he was responsible for making the coffee for coffee hour each Sunday. We will need to organize a new routine to make sure that the coffee will be ready after service. Members also considered storing a few boxes of cookies in the freezer for the rare event where there is no one to host coffee hour.

Fellowship Committee will meet again on Tuesday, October 19th.

Buildings and Grounds Committee Liaison Report to Vestry

Date: September 26, 2021

Author: Paul Kantor

Action Items Completed:

- * New extension of office space for NS was completed by Elder.
- * Broken trees/storm damage cleared by volunteers.
- * Generator repaired by Chris N and others, and ready for installation. See more below.

Action Items In-Progress/Pending:

- * The committee recommended that drains and gutters throughout the campus need regular monthly inspection. Since more regular monitoring would probably require around two hours every month, the person who is to be hired to replace Tony was considered to be an ideal candidate for this responsibility. Chris N could supply the person with the plans indicating the location of all drains. Further, Manney will be asked to regularly inspect and, if necessary, clean the gutters every month.
- * Reallocation of building monitoring responsibilities on campus. Chris S accepted new responsibility as primary church building coordinator in order to better oversee the building and its systems. In exchange, Jim B accepted taking on the work of meeting with contractors in the execution of particular projects, a job previously assumed by Chris S. Ross and Susan have offered to regularly monitor other buildings on campus.
- * The waterline trench project is now in progress by Charlie Polhemus and Waterworks Plumbers. The committee is moving forward with purchase and installation of the humidification equipment in order to make the church heating/humidification system operational (already approved by vestry). Manny will be asked to seed the areas dug up in the installation of the new water line.
- * Leaks in rectory chimney flashing are scheduled to be repaired by Elder asap.
- * Cottage leak area was recently sealed by Jim B; wall damage inside is scheduled to be repaired by Elder.
- * The trees selected by David G and Ian Kingsley to be removed for safety reasons at cost of \$4490.00. This has already been approved by vestry vote; the operation will be overseen by David G.
- * Organ malfunction is soon to be corrected under manufacturer warranty.
- * The condition of the wall section along Route 9D south of the recent wall repair is to be inspected by Chris N in order to determine the likely cost and urgency of repair.

* The committee recently discussed the need for snow removal in the area near the Columbarium. It was suggested that someone in the community might be willing to donate a snowblower for this purpose. Rev. Amanda agreed to send out an appeal for this.

* Retirement of Tony. Jim B suggested that an informal event should be organized for Tony to recognize his many years of work at SP. He retires in December 2021. All committee members enthusiastically supported this idea, and also supported making a cash gift to Tony.

Items Requiring Vestry Vote:

* The portable generator planned for use at the Rectory is now in working order, thanks to Chris Nowak and Louie of Cold Spring Lawn Mower. To operationalize its use requires: a.) electrical work that hooks up select Rectory systems (HVAC, kitchen, water pump, lights, etc.) to the generator when in use, and installs new 220 plug and route for power cord to exit basement. This is work for a licensed electrician. b.) a covered shed to house the generator. Estimate: \$1500. Parts of this project will be handled by volunteers.

Worship Report to the Vestry

Sept. 21, 2021

I regret that I have not been attending worship at St Philip's and so have no Worship Liaison report.

- Fred

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email: osbornf@aol.com

St. Philip's Nursery School Liaison Report to the Vestry

September 2021

The school year started well with 6 children in the Blue Rabbits (3s), 12 in the Red Rabbits (2s) and 9 in the Ducks (4s). There may be another Duck coming in soon.

The first SPNS Committee meeting was held on September 1. Since then, last week, a breakthrough case of Covid from a teacher was discovered in the class of Blue Rabbits. These children are now in quarantine until next Thursday per the DOH and all staff and children will be tested before returning to school. The Committee and all parents were informed and Committee members offered support and feedback. Fortunately each class is in a pod so no contact with other classes occurred. This is the first incident of Covid at the school.

Members of the Committee include: Sarah Bayne, Chair; Kate Calligaro, Erika Cooper, Phoebe Geer, Amanda Eiman, Fred Osborn, Allison Pataki, Kathy Plummer, Anita Prentice, Julia Wynn, Travis Yuengst.

Attached to this report is the SPNS Budget for 2021-2022, which has been approved by the SPNS Committee, and is awaiting a vestry vote of approval.

Also attached to this report and awaiting vestry vote of approval is the SPNS Committee Charter, now in its 10th draft. Since it was presented to the vestry in its August meeting, it has been reviewed, edited and approved by lawyer Lauri Sawyer; presented, and received comments from the Committee and Vestry members.

In the course of reviewing the Charter again, further examination into National Association of Episcopal Schools (NAES)' policies and positions on the relationship between churches and schools was undertaken with the following policy statements received. The SPNS Charter is in agreement with these policies and procedures recommended by NAES. See below:

NAES: In parish day schools that are not separately incorporated, the vestry has ultimate responsibility that the school is managed wisely and soundly. Vestry members understand and support the need to delegate to the school board the authority to provide oversight and set policies for the school.

The board is responsible for hiring, evaluating, and supporting the head of school, who serves at the discretion of the board."

Consistent with NAES policy, the LOA for the NS Director, signed by Betsy Alberty on 3/23/21, states that the NS Committee is responsible for the evaluation, hiring and termination of the director.

NAES: In parish day schools that are not separately incorporated, the rector supports the delegation of authority by the vestry to the school board for the oversight of the school and, through the board, to the head for administration and operations.

Items requiring Vestry Vote:

1. SPNS 2021-2022 Budget
2. SPNS Committee Charter 9/13/21

Sarah Bayne

St. Philip's Nursery School

2021/2022 Budget

| | Budgeted |
|-----------------------------|----------------------|
| Program Income | \$ 140,000.00 |
| Registration Fees | \$ 2,500.00 |
| Fundraising | \$ 4,000.00 |
| Scholarship Fund | \$ 2,000.00 |
| Faculty Fund | \$ 15,000.00 |
| Nursery School Raffle Items | \$ 6,200.00 |
| Summer Camp | \$ 14,388.00 |
| TOTAL INCOME | \$ 184,088.00 |

EXPENSES:

Budgeted

Payroll Expenses

| | |
|--------------------------------------|----------------------|
| Director -12 mos. (1) | \$ 55,000.00 |
| Assistant Director - 10 mos (1) | \$ 18,850.00 |
| Curriculum Coordinator - 10 mos. (1) | \$ 20,000.00 |
| Full Time Teachers - 10 mos (2) | \$ 33,000.00 |
| Part Time Teachers - 10 mos (4) | \$ 37,000.00 |
| Summer Staff 4 teachers | \$ 9,150.00 |
| Substitutes | \$ 500.00 |
| TOTAL PAYROLL EXPENSES | \$ 173,500.00 |

Staff Related

| | |
|-------------------------------------|--------------------|
| Professional Organizations | \$ 200.00 |
| Professional Development | \$ 2,500.00 |
| TOTAL STAFF RELATED EXPENSES | \$ 2,700.00 |

Administration

| | |
|--|-----------|
| Cleaning / Disinfecting Supplies / PPE | \$ 750.00 |
| Postage | \$ 200.00 |
| Publicity & Advertising | \$ 500.00 |

TOTAL ADMINISTRATIVE EXPENSES **\$ 1,450.00**

Facilities

Insurance
Building M&R
Custodial Services

TOTAL FACILITIES EXPENSES \$ -

Classroom

| | | |
|---------------------------------|-----------|------------------|
| Dance Classes | \$ | 2,400.00 |
| Enrichment / Field Trips | \$ | 750.00 |
| Snack | \$ | 2,000.00 |
| Summer Snack & Materials | \$ | 500.00 |
| Classroom Consumables | \$ | 1,000.00 |
| Scholarship Fund | \$ | 2,000.00 |
| Nursery School Raffle Items | \$ | 6,200.00 |
| TOTAL CLASSROOM EXPENSES | \$ | 14,850.00 |

| | | |
|-----------------------|-----------|-------------------|
| TOTAL EXPENSES | \$ | 192,500.00 |
|-----------------------|-----------|-------------------|

| # of students | # days | Tuition |
|---------------|--------|----------------------------------|
| 13 | 5 | \$66,300 |
| 2 | 5 | \$5,100 |
| 1 | 5 | \$0 |
| 5 | 4 | \$23,750 |
| 6 | 3 | \$25,500 |
| 5 | 2 | \$19,000 |
| 32 | | total \$139,650 |

St. Philip's Nursery School Committee Charter 9/13/21

St. Philip's Nursery School was founded in 1960, in partnership with St. Philip's Church in Garrison, New York.

Mission and Educational Philosophy

Its mission is to provide a vibrant and nurturing preschool experience for the two, three and four -year old children of our community, encouraging them to be active, confident, curious, and well-prepared for further education and lifelong learning.

At St. Philip's, children gain responsibility and respect for themselves and others, build friendships, and interact cooperatively. Play is at the heart of learning at St.

Philip's. Believing that children learn by doing, teachers encourage students to explore their surroundings, and work with a wide variety of materials to create, build, and experiment. We affirm the uniqueness of each child as we value and support their development intellectually, socially, physically, spiritually, and emotionally. We welcome children of all faiths, ethnicities, socioeconomic backgrounds, and family structures.

Relationship between St. Philip's Church and St. Philip's Nursery School

St. Philip's Nursery School ("the School") functions as an extension of St. Philip's Episcopal Church ("the Church") and in furtherance of the Church's mission. The School operates subject to the consent of the Vestry of the Church. The ultimate control and legal responsibility for the School's operation rests with the Vestry. The Vestry has delegated supervisory responsibility for the School to the School Committee but the Vestry retains ultimate authority.

Composition and Membership of the School Committee

The School Committee consists of not less than eight persons and not more than twelve persons. New members of the School Committee are elected by the Committee and approved by the Vestry.

- The Rector serves ex officio as a voting member of the Committee.
- The Nursery School Director serves ex officio as a non-voting member of the Committee
- At least 50% of the remaining members shall be parishioners in good standing of St. Philip's Episcopal Church
- The remaining members of the Committee shall be persons who bring expertise and perspectives needed to achieve the mission of the school, such as current or former School parents, community members, or others with requisite skills and perspectives.

- No voting Committee member shall be an employee of the School, or the spouse, parent, or child of an employee of the School.
- Committee members shall serve for a period of three (3) years and may serve no more than six (6) years consecutively.

A Committee member shall disclose any relationship with any person, corporation, or other entity with which the School proposes to enter into any contract or other transaction, which will or may result, directly or indirectly, in financial gain or advantage by reason of such relationship.

Officers

The School Committee shall annually elect from its membership, excluding ex-officio members with the consent of the Vestry,; Chair, Deputy Chair, Secretary and Treasurer of the School Committee. Officers shall serve for a term of one (1) year and may serve consecutive terms, subject to term limits for Committee members.

The Chair shall preside at all meetings of the School Committee and act as an ex-officio member of all committees. He or she, as representative for the Committee, shall be responsible for the appropriate oversight of the mission, policies, management, program, finances of the School and evaluation of its Director; present the Annual Report at the Annual Parish Meeting of St. Philip's Church; and perform such other duties as may from time to time be assigned to him or her by the Vestry.

The **Deputy Chair** will replace the Chair when the Chair is unavailable.

The Secretary shall record minutes at all meetings of the Committee and prepare and file minutes of each meeting before the next regular Committee meeting.

The Treasurer of the School Committee shall assist the Director and work with the Church Treasurer in the timely preparation of the annual budget; and shall be responsible for overseeing the School's monthly financial performance, preparing regular financial reports for the School Committee and Vestry, overseeing appropriate implementation of policies related to the finances of the School; and ultimately is responsible to the Vestry.

Sub-Committees

The Chair shall establish sub-committees in consultation with the Director.

Meetings

Regular Meetings. Regular meetings shall ordinarily be held monthly, except in July. A calendar of regular meetings shall be prepared annually, and provided to the members of the Committee.

Special Meetings. Special meetings may be held at any time on the call of the Chair with notice given at least 3 days before any such Special Meeting.

Quorum. A majority of the voting members shall constitute a quorum for the transaction of business.

Functions of the Committee

The School Committee shall have the responsibility to exercise general oversight of the School operation, and its Director, including the following functions in accordance with the following safeguards:

- Present annually a budget to the Vestry for approval; maintain financial solvency; and oversee the financial affairs of the School, including short-term and long-term financial planning.
- Coordinate with the Vestry the use, maintenance, and repair of parish facilities on behalf of the School's programs, including any policies or planning for such use.
- With the Vestry develop a Memorandum of Understanding outlining the financial relationship between the School and the Church.
- Support the Director, including by providing advice and guidance in strategic planning, management, and operations for the School.
- Evaluate, support and approve the Director's proposed school policies, including those related to admissions; health and safety; employment; financial operations; and financial aid.
- Actively participate in fundraising, with the Director, undertaken in the name of the School, subject to the consent of the Vestry.
- Ensure that the School shall admit students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs and activities of the School; and that the School shall not discriminate on the basis of race, color, religion, sex, national or ethnic origin in the administration of its educational policies, admissions policies, hiring practices, financial aid policies, and other School-administered programs.

The Chair, Director and the Treasurer of the School Committee shall keep the Vestry informed about the state of the school and the financial status on a regular basis.

The Chair and Director shall make an annual report to the Vestry concerning the enrollment, finances, and other pertinent matters concerning the School as may be requested by the Vestry; and other reports as may be requested by the Vestry from time-to-time.

The School Committee shall provide both a written and verbal report on the state of the School at the annual meeting of the congregation.

Director

The School shall have a Director. The Director shall be recommended by a joint Search Committee of the School Committee and Vestry. The Director shall be appointed upon the approval of the School Committee, and with the consent of the Vestry.

The Director shall be responsible for the administration of the School as enumerated below and in any detailed Position Description.

The Director shall maintain the standards and promote the goals of St. Philip's Nursery School; implement the School's mission; and direct the overall administration and operations of the School itself, including:

- the maintenance of the school's identity as an Episcopal preschool and consistent with the furtherance of the mission of St. Philip's Episcopal Church
- the maintenance of educational and programmatic excellence
- the employment and supervision of personnel
- the selection, evaluation, and dismissal of students
- preparation with the Treasurer of an annual budget
- active participation in fundraising for the school
- the academic life and disciplinary affairs of the school
- communications with students, parents, alumni, and the general public regarding school matters
- communication and collaboration with the Vestry, and School Committee

The Director shall provide the Committee with full reports from the Director regarding all matters that have consequence for the School's operation.

The Director shall see that official records of School activities and Board functions are filed and safeguarded.

Amendments

Changes to this Charter may be recommended by the School Committee or the Vestry and require the approval of the Vestry in order to take effect.

Youth Ministry Liaison Report to Vestry

Date: 9/21/2021

Author: Jennifer Sandlund

Ministry/Action Items Completed this Month:

Cross Trainers: On Friday, August 27, the Cross Trainers gathered for a pool party at the home of Kathy and Joe Plummer. The date had been changed from Tuesday in order to accommodate more kids. We had terrific weather and had six kids attend. For three, it was their first time. The Cross Trainers met on Sunday, September 12 at the Cold Spring riverfront for a pizza and ice cream picnic. The kids enjoyed hanging out together on blankets. There were seven kids in attendance.

Sunday School: During coffee hour on Sunday, September 12, Amanda led a discussion of the Sunday School program with parents that also included a survey for those who couldn't attend. Amanda was pleased with the thoughts, sharing and planning that came out of the gathering. The program will have many changes going forward. Phoebe Geer, who has done a fabulous job organizing weekly sessions despite being unable to attend in person, will no longer be the director of the program. Her contribution was greatly appreciated and we hope that she and the boys are able to participate again in the near future. There will be a shift from a Sunday School time during the 10:00 am service to an outdoor (as long as we can have it outdoors) Children's Chapel time. This shift is based on the parent's desire for more of a set liturgy, prayers, the desire for the kids to learn about "church" and how we pray etc, with the inclusion of music led by Owen. This will be led by a volunteer leader each Sunday. Owen and Amanda will develop a liturgy for this Children's Chapel time. This format will take place 3 out of the 4 Sundays per month. On the first Sunday of each month there will be no Children's Chapel but there will be a family-friendly service and children's sermon, and the music that the children learn and practice during Children's Chapel will be offered by the children on that Sunday.

Ministry/Action Items in Progress/Pending:

On Sunday, September 26, the Cross Trainers will be apple picking at Fishkill Farms.

On Sunday, October 10, we will be watching an outdoor movie at St. Philip's.

If other committees can think of ways the Cross Trainers can help your committee, please contact Jennifer Sandlund or Kari Bentley.

Items Requiring Vestry Vote:

History and Archives Liaison Report to Vestry

Date: September 22, 2021

Author: Margaret Leahey Gerber

Ministry/Action Items Completed this Month: Nothing to report

Ministry/Action Items in Progress/Pending: None

Communications Committee Report to Vestry

Date: September 2021

Author: Terri Akbas

Action Items Completed:

- As previously reported, the committee came to consensus on consistent fonts/color palette for church communications as well as the format for the presentation of the church name in print following review of information and options presented by Jennifer Sandlund. See the draft “Style Guide” attached.
- The first issue of the new quarterly newsletter “The Messenger” was published on September 12. The newsletter was made available in hard copy in the vestibule and Parish House and was distributed to the community via email. The next issue will be published in December.

Action Items In Progress/Pending:

- Continued exploration and discussion of development of a logo

Items Requiring Vestry Vote: None

ST. PHILIP'S STYLE GUIDE

Sabon LT Pro Roman

Sabon LT Pro Bold

Sabon LT Pro Italic

Sabon LT Pro Bold Italic

Gill Sans MT Pro Light

Gill Sans MT Pro Book

Gill Sans MT Pro Medium

Gill Sans MT Pro Bold

Gill Sans MT Pro Heavy

Gill Sans MT Pro Extra Bold

Gill Sans MT Pro Ultra Bold

Gill Sans MT Pro Light Italic

Gill Sans MT Pro Book Italic

Gill Sans MT Pro Medium Italic

Gill Sans MT Pro Bold Italic

Gill Sans MT Pro Heavy Italic

Gill Sans MT Pro Condensed

Gill Sans MT Pro Bold Condensed

Gill Sans MT Pro Bold Extra Condensed

Gill Sans MT Pro Ultra Bold Condensed

PMS 660 C

CMYK 88 50 0 0

RGB 64 126 201

HEX 407EC9



PMS 193 C

CMYK 2 99 62 11

RGB 191 13 62

HEX BF0D3E



PMS 143 C

CMYK 0 32 87 0

RGB 241 180 52

HEX F1B434



PMS Cool Grey 8 C

CMYK 23 16 13 46

RGB 136 139 141

HEX 888B8D



PMS 7462 C

CMYK 100 71 22 5

RGB 0 84 139

HEX 00548b

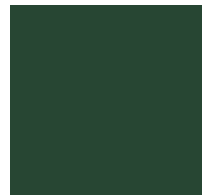


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RGB 41 70 53

HEX 294635

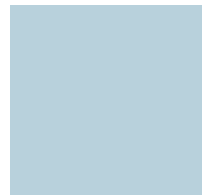


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CMYK 26 8 9 0

RGB 186 210 221

HEX bad2dd

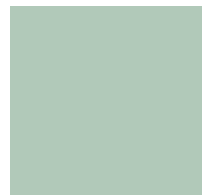


PMS 559 C

CMYK 33 10 29 0

RGB 174 202 185

HEX aecab9



ST. PHILIP'S CHURCH
IN THE HIGHLANDS

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