

Meeting of the Vestry of St. Philip's Church in the Highlands
May 22, 2022
12:30 in the Parish House

Agenda

Opening Prayer - Fred Osborn

Spiritual Exercise

Minutes for Approval - April 24, 2022 Vestry Meeting

Rector's Report

Music Self Study

Pentecost

June 12 BBQ Picnic

June 19 Children's chapel presentation, thank you's, celebration of graduates

First Steps Grant

High altar and free standing altar discussion - Liturgical commission document

Warden's Report

Treasurer's Report

Ministry Reports/Questions

Other Business

Closing Prayer

Adjourn

Next Meeting: Sunday, June 26, 12:00 noon in the parish house

Spiritual Exercise for May 22, 2022

Ascension Day is May 26. We will observe and celebrate this day on the following Sunday, May 29. Here are two of the readings that are appointed for Ascension Day:

Acts 1:1-11

In the first book, Theophilus, I wrote about all that Jesus did and taught from the beginning until the day when he was taken up to heaven, after giving instructions through the Holy Spirit to the apostles whom he had chosen. After his suffering he presented himself alive to them by many convincing proofs, appearing to them during forty days and speaking about the kingdom of God. While staying with them, he ordered them not to leave Jerusalem, but to wait there for the promise of the Father. "This," he said, "is what you have heard from me; for John baptized with water, but you will be baptized with the Holy Spirit not many days from now."

So when they had come together, they asked him, "Lord, is this the time when you will restore the kingdom to Israel?" He replied, "It is not for you to know the times or periods that the Father has set by his own authority. But you will receive power when the Holy Spirit has come upon you; and you will be my witnesses in Jerusalem, in all Judea and Samaria, and to the ends of the earth." When he had said this, as they were watching, he was lifted up, and a cloud took him out of their sight. While he was going and they were gazing up toward heaven, suddenly two men in white robes stood by them. They said, "Men of Galilee, why do you stand looking up toward heaven? This Jesus, who has been taken up from you into heaven, will come in the same way as you saw him go into heaven."

Luke 24:44-53

Jesus said to his disciples, "These are my words that I spoke to you while I was still with you-- that everything written about me in the law of Moses, the prophets, and the psalms must be fulfilled." Then he opened their minds to understand the scriptures, and he said to them, "Thus it is written, that the Messiah is to suffer and to rise from the dead on the third day, and that repentance and forgiveness of sins is to be proclaimed in his name to all nations, beginning from Jerusalem. You are witnesses of these things. And see, I am sending upon you what my Father promised; so stay here in the city until you have been clothed with power from on high." Then he led them out as far as Bethany, and, lifting up his hands, he blessed them. While he was blessing them, he withdrew from them and was carried up into heaven. And they worshiped him, and returned to Jerusalem with great joy; and they were continually in the temple blessing God.

Please read these passages and pray about them before Sunday. They, in addition to the following questions, will be used to initiate a conversation about the Ascension.

Why do you think the church appoints a day to remember this event? What is significant about it?

What does the Ascension mean for you in your life?

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

Sunday, April 24, 2022

12:00 P.M.

ATTENDANCE

The Rev. Amanda Eiman; Sarah Bayne, Senior Warden; Gabriel Salas, Treasurer; Margy Gerber, Clerk; Kari Jo Cates; Jamie Copeland; Charlie Dupree; Frederick W. Osborn III; Marilyn Palefsky; Jennifer Sandlund. Unable to attend: Will Felder, Junior Warden; Paul Kantor

OPENING PRAYER

The Rev. Eiman offered the Opening Prayer

SPIRITUAL EXERCISE

The Rector asked Vestry members to reflect on the Easter Season, thinking specifically of what it means to practice resurrection in our lives. Fred spoke of the importance of letting go in order to allow new life to come in. Jennifer liked the idea of keeping a gratitude journal. Kari Jo described the children's response to hearing the story of the Apostles' failure to recognize Jesus when He appeared after the resurrection.

MINUTES

The Minutes of the March 20, 2022, Vestry meeting were approved unanimously.

RECTOR'S REPORT

1. Music Report: Marilyn and members of the Music Self Study group are putting together survey questions that will be emailed to parishioners; responses will be discussed at the group's May 6 meeting. A quick guide to the organ will be made available that will include notice that no liquid should be near the instrument. The Rector and Vestry members expressed appreciation for the progress the group has made.
2. Lent and Easter Review: Sarah remarked on the number of people on hand for the Easter service at 10 a.m. In response to a question, the Rector said there were 10 people at the all-night vigil.
3. InnerChange and Episcopal Futures: Rev. Eiman announced that Chris Lawrence, leader of InnerChangeNYC, will be at St. Philip's on Sunday, May 15; the group is focused on gardening and the Bible.
4. The Rector said that she would be away on a retreat Monday through Wednesday (May 25-27) and in North Carolina through May 3.
5. May 8th is Episcopal Charities Sunday. The loose plate collection on that date will be sent to Episcopal Charities.

WARDEN'S REPORT

1. Vestry members are needed to count the offering after the service.
2. Garrison School will be offering pre-K, although Anita Prentice has advised us that there are not many four-year-olds. St. Philip's Nursery School space could not be used as of now because of a sprinkler requirement. Sarah noted that Manitou is successful despite the high cost of tuition.
3. The Rector, Will, and Sarah have met with parishioners (three couples); three more visits are scheduled, with the expectation that there will be more productive conversations.

TREASURER'S REPORT

1. The Nursery School is becoming a break-even operation. We should start to consider sharing expenses (heat, utilities) as the school moves toward separate governance.
2. The Diocese has announced a \$10,000 grant opportunity for projects focused on energy efficiency. The application deadline is June 1.
3. Endowment: The endowment, affected by the bad market situation, has lost \$46,000 as of March 31. Gabe recommended that the Vestry review governance of the Investment Fund, so that the Fund has its own board and treasurer, separate from the church.
4. The Rector said that we must work on our fundraising and stewardship, encouraging people to give.
5. Sarah emphasized that donors must be cultivated before being asked to contribute.
6. Gabe will talk with Terri Akbas about spearheading fundraising and stewardship.

CLOSING PRAYER

Jamie offered the closing prayer.

ADJOURNMENT

The meeting adjourned at 1:10 p.m.

NEXT MEETING

Sunday, May 22, 2022 [at 12:30 p.m.]

Respectfully submitted:

Margaret Leahey Gerber
Clerk of the Vestry

Buildings and Grounds Committee Liaison Report to Vestry

Date: May 22, 2022

Author: Paul Kantor

Action Items Completed:

Tour of Church and Parish House for inspection and training of volunteers conducted by Jim B and Chris N. New checklists for church and Parish House were reviewed, with explanation of mechanical systems and their maintenance. Survey of conditions inside and outside both buildings were conducted.

Termite treatment in PH.

Additional bat-proofing in rectory.

Mini-split inverter project in cottage was completed thanks to a gift/grant.

Action Items In Progress/Pending:

AC leak in rectory. Chris N is to consult with both DNK and Trend Plumbing about repair and cost estimates from both contractors. An effort would be made to hold the installer (DNK) responsible for this repair as a matter of faulty installation.

Installation of building numbers, signpost at entry, and use of Knox Box for church key in progress. We are awaiting the delivery of the Knox box from the fire department.

Possibility of a grant to improve energy use in the PH has been suggested by Gabe Salas. Installation of storm windows has been selected as project for this grant funding. Once grant proposal is prepared, it is to be considered by vestry for approval.

Removal from the shed of left-over storage items from the White Elephant sale is planned for May. Jim B is to order a dumpster for removal by volunteers.

Fire protection: installation of Knox boxes in two locations at the church is to be undertaken by Jim B in order to enable fire department access in the future. The purchase and installation of building number signs is to be utilized as soon as possible.

Planned installation of a bookshelf in back of the organ to be supervised by Chris S in consultation with Mr. Chris Fasulo.

Removal of music storage items and chairs in basement of church is planned. Valuable music would be moved to archive room in the rectory as soon as possible. Removal of chairs stored in basement would also be undertaken, depending on space available in the archive room.

Water leak at window to left of organ already scheduled to be repaired by Mr. Elder.

Items Requiring Vestry Vote: NA

Communications Committee Liaison Report to Vestry

Date: 5/22/2022

Author: Jennifer Sandlund

Ministry/Action Items Completed this Month:

A wooden box was purchased to accept pew cards, suggestions and donations and will be placed in the vestibule of the church. It can sit on the table or be attached to the wall.

Ministry/Action Items in Progress/Pending:

New visitor cards and updated welcome documents are planned.

Next edition of the Messenger will be in July

Fellowship Committee Liaison Report to Vestry

Date: 5/22/2022

Author: Jennifer Sandlund

Ministry/Action Items Completed this Month: We received a donation to purchase food for the Easter coffee hour.

Ministry/Action Items in Progress/Pending: Plans are being made for an end-of-the-school year picnic to be held on June 12

History/Archives Liaison Report to Vestry

Date: May 18, 2022

Author: Margaret Leahey Gerber

Ministry/Action Items Completed this Month: Nothing to report

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

Items Requiring Vestry Vote: None

Stewardship Liaison Report to Vestry

Date: 18th May 2022

Author: Gabriel Salas

Ministry/Action Items Completed this Month:

- (a) 27th April, meeting of the wardens, treasurer, and head of the Stewardship Committee (Terri Akbas) to discuss ways to accelerate pledges and avenues to increase giving.

The meeting started separating the conversation between liquidity and solvency:

Liquidity problems – the ability to pay very short-term bills with cash in hand – are going to be attacked by accelerating the contribution of pledged amounts. With a few individually identified accounts this should be solved over the next couple of weeks.

Solvency problems – the ability to pay recurring expenses over the long-term – lingers, particularly as by accelerating pledged donations we are creating a problem down the calendar year. We discussed attacking this issue by implementing a new pledge campaign with a \$150k to \$200k fundraising goal focusing on families that currently and actively attend service at St Philips.

The numbers we used for our discussions:

As of March 31st, 2022:

Expenses to date \$105,498 (\$35k/mo)

Revenue to date \$38,606 (\$13k/mo)

Available cash in hand \$28,531

Budget & Pledged Giving as of April 27th, 2022:

Pledged amount for 2022 \$161,970 (historically this figure has represented c. 60% of total giving)
Applied amount to date \$38,785
Balance to be applied \$123,868
Expense budget for 2022 \$350,000

- (b) The stewardship committee met on 15th May with the attendance of Terri Akbas, Will Felder, Amanda, Jamie Copeland, Charlotte Rowe, and Kim Massey.

The purpose of this first meeting was to touch base regarding the need for an active and ongoing stewardship program at St. Philip's. This was an initial brainstorming session.

We identified different groups of individuals to target and discussed how the messaging needs to be different for each group.

1 – Active parishioners who are currently engaged in the daily/weekly activities and offerings at St. P (many of these individuals already pledge/give – but could be encouraged to increase giving)

2 – Individuals who consider St. P their church but who are not currently active because of the recent split or other reasons

3 – Individuals in the community who are not necessarily members of the church, but who are interested in the preservation of St P. as a cornerstone of the community

4 – Individuals who are interested in the mission to provide outreach to the community (What more can we do to help others? What more could we do with more financial stability (excess)?)

Messaging will be challenging. We discussed the idea of dinners/small group gatherings. We will be exploring what other churches do for stewardship as well as literature and resources provided by the Episcopal Church/ECF/TENS (The Episcopal Network for Stewardship).

We discussed expanding the group.

We will meet again before the end of the month.

Ministry/Action Items in Progress/Pending:

This is a continuous effort.

Items Requiring Vestry Vote:

None

- ***Narrative statement of the nature of your congregation's request for a grant***

This request for a grant from the Diocese's The Fund for Repair and Restoration of Church Buildings is for our Church located on:

St Philips in the Highlands
1101 Route 9D
Garrison, NY 10524

The project is the installation of interior storm-windows in the Parish house to create an air-buffer between the exterior windows and the interior space. These windows are overdue for maintenance (the last time they were repaired was over 12 years ago), reduce our carbon footprint, and save in heating expenses.

Our Church's campus includes 4 buildings – the Church, a Rectory, a sexton's house, and a large Parish House. These buildings were built between 1861 and 1917 and, predictably, require intensive and extensive maintenance and repairs to maintain its functionality. All these buildings are considered contributing properties to the National Register listing.

The largest building in campus is the Parish Hall, which includes a large central nave with a [50ft – confirm w Chris] cathedral ceiling and a [sqft] plant. Also on the ground floor there is a kitchen, our Rector's office, a small meeting room, and a bathroom. The building has a fully finished basement with 4 small rooms and a children's bathroom.

The Parish House is heavily used. It hosts most of our social gatherings (including post-service coffee hour), our Nursery School with between 20-25 children in 3 pre-K levels, outreach programs, and our Annual Meeting.

- ***[Two/Three] contractor's bids.***

[Chris Novak]

- ***Work Specifications***

[Chris Novak]

- ***Photo Documentation***

- ***Architectural Conditions Report***

[Ask Jaime]

- ***Carbon Footprint***

[need the bills from Pidala – ask Carol or Micky – or simply use their emails with the volumes]
[take pictures of the fueloil tanks and heater – Gabriel]

The Parish house is heated by fueloil. Over the past two years, the building consumed 3,624.5 and 3,418.1 gallons in 2020 and 2021, respectively, despite being partially used due to Covid.

Using a standard 3.2ton of CO2 for per ton of fueloil, this implies an average of 37.5 tons of CO2 per year – again, during Covid.

The US Department of Energy estimates that storm windows can reduce between 12% and 33% of the energy consumption of a building. Using the mid-point (22.5%), this implies a saving of 8.5 ton of CO2 per year. According to the Environmental Protection Agency, this is equivalent to removing 2 average cars from circulation in the United States.

[try to get 2018 and 2019]

St. Philip's Music Self-Study Committee Vestry Report May 22, 2022

This spring, the volunteer committee was formed to consider where we have been, where we are now, and to envision where we might go together in the future of our parish music programs.

Update:

The music committee met May 5th to finalize the music survey to be emailed to the congregation among other concerns.

- Ron and Charity will make the announcements during the service regarding the importance of the survey for all to complete. The information will also appear in the weekly emails along with the names of the committee members.
- The survey will be completed by May 23rd after weekly reminders.
- The congregation will know the results in June.
- Next meeting is scheduled for May 27th at 10:00 AM to discuss the survey results which each committee members can view using Google Doc.
- After discussing the survey results, a list of requirements will be used for the search for a music director.
- As of May 19th, we have 50 respondents to the survey.

Other topics:

The Highlands Choral Society would like to rent the Baldwin Piano in the Parrish House and will present the idea to the vestry at the May 22nd meeting.

Finding hymns which the congregation enjoys singing needs to be added to the service, along with new hymns. It was suggested a search through programs in the archives from previous years may lead to the popular hymns numbers.

Charity and Marilyn will be working on a small pamphlet to be printed with the images and history of the old and new organs to be placed in the vestibule. Again, a search through the archives will help with the time period and other information regarding the old organ.

The lovely stained glass windows should be another pamphlet with the meaning, message, and story of their origin.