

Meeting of the Vestry of St. Philip's Church in the Highlands  
November 20, 2022  
12:00 Noon in the Parish House

Agenda

Opening Prayer - Sarah Bayne

Minutes for Approval - October 29, 2022 Vestry Meeting

Rector's Report

Diocesan Convention, Bishop Search, Ecumenical Advent Evensongs, Advent Wreath  
Making, Advent Study, Advent and Christmas Worship

Treasurer's Report

Monthly Report

Buildings and Grounds

Other Ministry Reports/Questions

Other Business

Closing Prayer

Adjourn

Next Meeting: Sunday, December 18, 2022, at noon in the parish house

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

Saturday, October 29, 2022

2:40 P.M.

The Thayer Hotel, West Point, NY

## ATTENDANCE:

The Rev. Amanda Eiman; Will Felder, Junior Warden; Gabe Salas, Treasurer; Margy Gerber, Clerk; Kari Jo Cates; Charlie Dupree; Paul Kantor; Fred Osborn; Marilyn Palevsky; Jennifer Sandlund. Unable to attend: Sarah Bayne; Jamie Copeland; Guest: Bishop Mary Glasspool

## OPENING PRAYER;

Paul Kantor offered the Opening Prayer

## MINUTES:

The Minutes of the September meeting were approved unanimously.

## RECTOR'S REPORT:

1. The Discernment Committees are up and running
2. The parish presented a report on our project at the Global Mission Fair; our report was well received
3. The Diocesan Convention will be held November 11-12
4. Candidates for bishop will be visiting throughout the diocese in person and via Zoom; a new bishop will be elected at a Special Convention on December 3 at the Cathedral Church of St. John the Divine
5. Discussion regarding the Episcopal Futures project has been paused
6. The Music Committee is planning concerts for Advent

## TREASURER'S REPORT:

1. Costs are running ahead of earlier projections; the plan is to start thinking about the 2023 pledge campaign early.
2. The Investment Fund, though conservatively invested, is down.
3. A plan is being developed to repay the federal loan expeditiously.

## CLOSING PRAYER:

Fred led the closing prayer.

## ADJOURNMENT:

The meeting adjourned at 3:23 p.m.

## NEXT MEETING:

November 20, 2022

Respectfully submitted,

Margaret Leahey Gerber  
Clerk

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

**Date: November 20, 2022**

**Author: Paul Kantor**

### **Action Items Completed:**

Fallen tree near parking lot removed by Manny and crew.

5 new exit signs and GFI outlets installed in Parish House in response to Building Department inspection mandate, supervised by Jim B.

Installation of overflow to boiler in church basement by Chris. N.

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

Lock work is being planned. The church front door needs a lock change, and a Parish house door requires a new panic bar.

Chris S. is supervising project to install exit signs in church and undertake other minor changes to satisfy fire codes. Re-inspection by building department is expected during late fall.

Parish House windows grant project is being planned in order to complete the first stage of the project for which funds are available.

A grant award from the diocese for upgrading and replacing borrowed streaming equipment for church services is available. This is being handled by Rev. Amanda and Daniel Bentley.

### **Items Requiring Vestry Vote:**

NA

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

*November 20, 2022*

**The Buildings and Grounds Committee** is comprised of myself, Sarah Bayne, Will Felder, James Copeland, Charlie Dupree, David Gordon, Chris Nowak, Chris Sandlund, and Reverend Amanda. The group is concerned with supervising and managing the entire five building campus and churchyard grounds of St. Philip's Church. The Committee meets about every two months and from time to time for special projects.

**Volunteers at the Center.** Although extensive routine maintenance work is performed regularly by a host of contractors for landscaping, cleaning, pest extermination, and other things, much of the maintenance work as well as special projects are highly dependent upon volunteers on the Committee and in the congregation. In fact, volunteer participation is at the very center of B and G activities at St. Philip's. There is no full time custodian or sexton to undertake supervision or execution of general maintenance or of special projects. Marcello provides limited routine custodial services. The vestry liaison provides overall coordination of project activities and reports to the vestry to inform them of ongoing work. Chris Sandlund has primary responsibility for monitoring and care of the church building. Jim Bopp has assumed similar responsibility for the Parish House and Rectory. Chris Nowak provides extensive technical expertise and assistance in all kinds of maintenance repairs, and special projects. David Gordon is in charge of the churchyard and burial registration. Planning, routine maintenance tasks, and all special projects usually depend upon informal collaboration and work by these volunteers, sometimes with the assistance of others.

**Steady State Maintenance.** The Committee has plans in place for upgrading or improving parts of the campus. This includes window insulation upgrades in the PH, building an ADA-compliant ramp and bathroom at the PH, tree trimming and removal, and other improvements. The austerity budgets for B and G during recent years have forced deferring almost all of this work. The main priority of the committee has been one of focusing upon conducting steady state maintenance activities throughout the campus in order to avoid all but very necessary expenditures.

**Emerging Issues.** There are several emerging issues that are facing the B and G Committee. First, extensive reliance on a small number of expert and resourceful

volunteers for both regular maintenance and special projects is a threat to proper care of the campus going forward. As these volunteers age out, tire out or otherwise become unavailable, there is little backup for ensuring proper care of the buildings and grounds. Thus, the strong but small present volunteer network is a potential liability that will grow over time. Yet, there appears to be little prospect of hiring a full time sexton, given the state of church finances. Second, continuing budget austerity presents problems that will also grow over time. B and G budget expenditures are overwhelmingly non-discretionary; they are mostly driven by costs outside of the budget. As a result, finding cost savings in buildings and grounds activities has proven to become increasingly difficult. Further, as more and more maintenance activities are deferred (such as tree removal and pruning), the cost of catching up on maintenance rises in future budgets. In sum, resource problems in the area of personnel and material loom large at this point in time.

*Paul Kantor*

**St Philip's Music Committee Report  
November 2022**

Update on Youth Choir:

- \* 18 children are participating in the Youth Choir meeting on Friday at 3:30 PM.
- \* Children are in two groups: K-1 and older children.
- \* Youth Choir will sing at the 10:00 AM service on December 4th and at Evensong on December 18th.
- \* A Pageant is being planned for December 24th.

## *Worship Liaison Report to Vestry*

**Date:** 17<sup>th</sup> November 2022

**Author:** Fred Osborn

**Ministry/Action Items Completed this Month:** Interesting developments have enhanced the worship experience at St Philip's Church.

On All Saints Sunday (6<sup>th</sup> November) Janine Thwait led the new children's choir to perform twice. They did a great job and their songs enlivened the service and were well received. During the service, a list of those who had passed away during the preceding year was read.

There was a service on a Sunday afternoon at the Hedgewood Home for Adults in Beacon at which Jim Bopp led the service, Fred & Annie Osborn sang folk songs, and Joe Plummer preached.

There was an after-service class to instruct the congregation on the elements of the Holy Eucharist, how they came to be and how they are used.

On the 20<sup>th</sup> November Daniel Bentley will preach.

**Ministry/Action Items in Progress/Pending:** The music committee is discussing the parameters of a Christmas Pageant.

**Items Requiring Vestry Vote:** none

*History/Archives Liaison Report to Vestry*

**Date:** October 29, 2022

**Author:** Margaret Leahey Gerber

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

**Ministry/Action Items in Progress/Pending:** David Gordon will a Churchyard Tour on October 30. (Postponed from October 23.)

**Items Requiring Vestry Vote:** None



**Communications Committee Liaison Report to Vestry**

**Date: 11/20/2022**

**Author: Jennifer Sandlund**

**Please see separate PDF attachment for Communications committee report.**

## **Fellowship Committee Liaison Report to Vestry**

**Date: 11/20/2022**

**Author: Jennifer Sandlund**

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

After asking our Ministries and Committees to consider hosting a coffee hour we now have November covered thanks in part to the Communications Committee and the Buildings and Grounds Committee. We have no one signed up after the first Sunday in December.

On October 30th, parishioner David Gordon generously shared his vast knowledge of our church history as he lead a tour of the churchyard and tells stories about the “saints” buried on our grounds. Refreshments were served afterwards. There were 18 participants, all but 3 were parishioners.

A planned Women of St. Philip’s gathering at Carolyn Copeland’s home on November 18 has been postponed.

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

Advent Wreath Making – Sunday, November 27th

Catherine Illian to spearhead. After church in the Parish House with refreshments

## **Youth Liaison Report to Vestry**

**Date: November 2022**

**Author: Kari Jo Cates**

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

St Philip's Nursery School and Children's Chapel held our first joint activity in the form of a Parents' Night Out, a fundraiser benefitting the Nursery School. Almost thirty children joined for an exciting evening in the Parish House where we shared a pizza dinner, story telling, a craft and ended with a movie together while the parents enjoyed an evening 'out'. It was an energetic and cheerful evening overall and both parents and children alike have requested a reprisal.

Children's Chapel continues each week, a steadily growing and ongoing ministry.

Additionally, Mother Amanda taught a class after church on what the celebration of communion is and how it is to be celebrated together. It was a 'spirited' gathering of young parishioners and their parents.

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

### **Items Requiring Vestry Vote:**