

**St. John's Cathedral  
Vestry Meeting Minutes  
March 19, 2020**

6:00 p.m. – Vestry Meeting begins

**Members Present via Zoom Conference call**

Bruce Barcelo, Tom Burrell, Michael Corrigan, Martha Cox, Martha Greene, Chris Haley, Jayne Barry Hill, Joe Kincart, Jane Lester, Laura Lane, Lisa McKenna, Claude Moulton, John Sefton,

**Quorum:**

Yes

**Chancellor**

Steve Busey

**Clergy/Staff Present**

Dean Kate, Bob Dannals, Jon Baugh, Kitty Cash

**Devotion/Opening Prayer**

Michael Corrigan

**Moment of Gratitude**

Helen Lane via Edward Lane for her contribution of the equipment that is allowing the Cathedral to live stream our services

To Nancy Purcell for her above and beyond work to make the live streaming and pre-recording of services a success

**Approval of Last Meeting Minutes**

Claude Moulton made a motion to approve the minutes for the January 16, 2020 meeting. Jane Lester seconded the motion. With no further discussion and no objection, the minutes were approved.

**Finance Report and Budget Approval**

Dean Kate introduced Debbie Johnson who joined the staff as Operations Director on a part time basis March 16<sup>th</sup> and will become full time on April 14<sup>th</sup>. Kate gave an update on giving as being in the normal range but with the first live streamed services being this Sunday, close review will be made of giving trends as we move forward with only live streamed services. It will be crucial to watch on-line giving going forward. Requested a grant from the Plummer Grant and the ECBF continues to be interested in fund raising for CD-Jax but uncertain at this time. Debbie sent 3 snapshots of contributions, cash balances and total expenses for the past 3 months. Finance will get weekly updates. If Vestry wish to receive these updates, please let Debbie know. Claude asked what is the plan for future financial distribution? Kate confirmed that financials will be presented at next meeting.

Bob Dannals brought forward to the group to decide if they wanted to vote to accept the finalized budget. It was agreed that all would see the finalized budget and vote at the April 16<sup>th</sup> meeting to accept the 2020 budget. Also discussed was the desire of the Vestry to review the 2020 budget mid-year. Kate suggested a sub-committee be formed to review the budget and look for any changes needed due to the changes created by COVID-19.

**Fr. Bob Dannals – Vestry Retreat Update**

Laura Lane requested an update on the Vestry retreat. Bob reported he is in contact with Donald Fishburn to work on the retreat in 3 potential formats. One as if the virus is under control and the group can meet in person with a social dinner Friday May 1<sup>st</sup> and a meeting at the Spirituality Center at St. Vincent's during the day May 2<sup>nd</sup>. Second plan is to meet via video conference on May 2<sup>nd</sup> and the third option is to postpone the retreat until the fall. Kate asked the group to save the May dates for now. Jayne Barry Hill felt it would be beneficial, even if by video conference, to meet in May and continue with the forward momentum. Look at important themes going forward. Laura Lane asked if the retreat would be a time for a financial review. Jane Lester asked if the plan for the retreat is to be about the Vestry vision or is it to be a deep look into the financials? Bob outlined the plan was to look at the 5 years vision of SJC, the 10 year vision for Music Plan and 3 to 5 initiatives the staff brought to their retreat to be accomplished in the next 12 to 36 months. Donald will help 4 different pieces; what are the core strengths in 2020, what mission imperative or statement that speak to those strengths, why we exist, the third piece go above at 1,000 feet and do some visioning and fourth what specific initiatives we would accomplish over the next 36 month. Bob will revisit the planning at the April meeting once we have more idea of what our reality is at that point. Mutual Ministry review be a part of the planning of the retreat. John Sefton has the overview and will be share with Bob. Bob is happy to meet with a small group of the Vestry prior to the retreat so there is more input from the group as to what would benefit the group most.

### **Episcopal School of Jacksonville Board of Trustees Nominations**

Amy Wacaster

Alex Graham

John Adams

Biographies were circulated for approval. After no discussion a motion was made by Claude Moulton and seconded by Lisa McKenna. The motion passed unanimously.

### **Election of Jr. Warden**

There was a motion to re-elect Martha Cox as Jr. Warden made by Jane Lester and seconded by Jayne Barry Hill. The motion was passed unanimously.

### **Pastoral Care Council Proposal-Bob Dannals**

Bob suggested developing the Pastoral Care as a separate entity from Parish Life.

Fr. Jon Baugh gave an overview of the new Pastoral Care Council he has been developing with Lisa Nass and Bob Dannals. Ideas from Martha Cox's Shepherd's Plan, to find a group of 40 to 50 members of the parish to keep in touch with any members who are in need of care, including the elderly, sick or in need of other care. Michael Corrigan added that there will be a method of accountability of when people are contacted and then what further follow-up is given. Michael mentioned that Realm has a functionality that allows that follow up to be tracked. Bob relayed the information on the new request for 50 people to begin calling over 900 people who are hard hit by isolation. Jayne suggested reaching out to Joan and Don Burchell as they have experience in this ministry. Laura Lane asked about training and Bob Dannals confirmed that there will be training. And part of that will be when to elevate the need to a member of the clergy.

### **CEEP Report – Jane Lester**

See attached reports. Jane felt it was very inspirational. She hopes many people will be available to attend when the convention is held in Jacksonville 2023. There are a lot of details in her reports and she asked if anyone has any questions please contact her. Laura Lane said she feels the sessions she attended have already made a personal difference and many ideas are still percolating. Martha Greene said one of sessions that was most beneficial to her was the review of our sacred spaces and how to best use them and she will share in more detail later.

### **Council Reports with Metrics**

- Worship, Music and Art Council thanked Bob and Tim Tuller for their work with the Taize service.
- Stewardship and Development
  - Bob Dannals reported he has met with Chris Haley and asked Martha Greene to be the second member. They have not met yet but have worked on a skeleton with some themes having to do with this year's annual effort. Meetings will take place soon. More reports as time goes forward. Bob feels the council is in great shape to go forward with the coming year.
- Properties Council- Martha Cox
  - ALICE- Martha sent a power point presentation concerning ALICE. Martha briefly explained Alert, Lockdown, Inform, Counter, Evacuate. A conference held here in Jacksonville that Martha attended about Protecting Place of Worship. They recommended that all congregations offer the training to their clergy, staff and lay members who volunteer for worship services. There are several options available as noted in the attached presentation. The Properties council suggested that an inhouse training be set-up and perhaps host a training.

### **Dean's Report**

- Some parishioners have requested to be able to celebrate Eucharist. Kate and Bob are working on ways to have a live service that includes Eucharist. Kate has spoken to the Bishop and there will be services practicing social distancing and will only be the bread. Weddings and funerals will continue to take place on a very small level.

### **Closing of CDJ property**

- John Sefton reported receiving the check for the closing for the property in the amount of \$80,864.25.
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### **Dates to remember:**

- Vestry Retreat – May 1<sup>st</sup> (dinner locally) and 2<sup>nd</sup> St. Vincent's Spirituality Center, 1817 Barrs Ave. Jacksonville

### **Closing Prayer**

Minutes submitted by Kitty Cash.