

**VESTRY BUSINESS MEETING  
Minutes from Sept. 21, 2021**

Present

Rector: Chad McCabe  
Sr. Warden: Deb Heseck  
Jr. Warden: Howie Gelles  
Clerk: Cathy Terwedow  
At-Large: Janet Wilcox

Absent

At-Large: Debbie Burke  
At-Large: Aaron Ting  
At-Large: Ted Flanagan  
At-Large: Jeannie Hebert  
At-Large: Tom McDonald  
Treasurer: vacant position

**Consent Agenda:** The minutes for June and August were approved as written. There was no vestry meeting in July. After Cathy presented the answers to last month's financial questions and reported on her meeting with Linda Knopp, the August financials were approved as written.

During the discussion, it was determined that the dollar amounts listed on the August P&L for three budget line items (Lines 4003.1, 4004.1, and 4010.6) should be moved to other budget lines (4008.2 and 4011.3). The moves will not affect the overall numbers. To help the bookkeeper know which line item applies to each expense, it was recommended that we post a "cheatsheet" of budget line numbers next to the expense voucher slips in the copy room so that the applicable line number could be listed on each request. Cathy and Linda are also reconciling three income lines. Most of the issues can be attributed to the poor transfer of duties from Sabina to Linda.

Separately, it was noted that the Memorial Planter restricted fund is running low on cash and Chad was asked to let us know which TV/Internet packages he has.

**Parochial reports:** Steve Hasbrouck made several comments about our recent parochial reports in his 2021 audit.

1. There is no record in the 2020 minutes that the 2019 parochial report was approved by the vestry. We voted to approve them tonight.
2. Steve suggested several adjustments to the 2020 parochial report. Cathy volunteered to update the report and resubmit it to the vestry for approval.

**Rector**

*Masks.* Masks are now required for all church events and services, regardless of vaccination status, at least through November.

*Acolytes.* Chad is offering acolyte training on October 3. Individual invitations have been sent to parents of students in ~fifth grade and up. The training will be cancelled if there are no responses.

*Finance team.* Mary Brown volunteered to join the finance team!

*Stewardship campaign.* This year's campaign will start on October 10. There will be three Sunday sermons, followed by a consecration Sunday. A letter will also go out.

*Admin hiring status.* Cherie Plante started today, September 22! Her hours will be 8:30-2:00, Tuesday-Friday. Cherie and Raul will work together for a few weeks. It was suggested that Raul might be able to help Howie as a handyman before he leaves for the Navy. Howie will look at what needs to be done.

*Church branding.* To make us more visible in the community, Chad would like to purchase shirts and hats for people to wear when they're out and about. He and Raul mocked up some designs, then ran them past various young people to get their impressions/buy-in. We asked Chad to share the online price lists with us before he requests samples as we would like to ask local businesses in the next week or so if they could match them, and because, once we request samples, the most-expensive part of the work will be done, and we'll be committed to

those companies. We also asked Chad to find out the specific blue used in our brand so that items purchased from different companies would match.

*Website progress.* Raul is working on the changes Cathy suggested and will replace the stock photos wherever he can. Raul will also document how updates are made so that Cherie and others know how to make web changes once he is gone.

*Living Nativity.* Bill and Jenny Otto volunteered to organize this year's event, whatever that might look like. The date will be Saturday, December 11. Chad urged all of us to think about what we *can* do, rather than focus on logistical problems or on how we used to do things.

*Second camera.* Although a second camera was approved by the vestry, it was never purchased. Raul is researching less-expensive options.

### **Senior Warden**

*Children's programming.* Godly Play and JAM (Jesus and Me) will begin on October 3. We haven't checked on the YoungLife details for our teens yet. There will be no nursery care for now.

*At-home communion.* Chad has a list of people who need this service. Communion will be delivered to them.

*2022 calendar.* It's already time to compile next year's calendar. We should include Simple Socials as, currently, there aren't any restrictions against them.

*Prayer team.* We desperately need people to step into roles on the prayer team. Lynn DeAngelis, among others, is stepping down as leader of the Prayer Chain. Without prayer, we cannot be the church. Please step up!

### **Junior Warden**

*Back 40.* The Back 40 looks wonderful; no more trees, stumps, or lumpy areas and the whole area has been professionally seeded! Thank you, Jeannie Hebert! Adams Landscapes does a wonderful job.

*Preschool flooding.* The remaining drainage problems at the window near the furnace have been fixed. Howie installed a drainage pipe into the yard, and the work is complete. Thank you, Howie Gelles!

*Quote from Fire Equipment, Inc.* Howie received an unsolicited quote for a 4G upgrade to our service. The cost is \$618. Presumably, it's for enhanced monitoring but Howie will research what the benefits are and whether it will be required by the Northborough Fire Department.

The meeting opened and closed with prayer.

Respectfully submitted,

Cathy Terwedow, Clerk

### **UPCOMING DATES**

- On Facebook, <https://www.facebook.com/pg/NativityNorthboro/videos/>. Facebook account not required.
  - Every Sunday: 10:00AM (except Sept. 26, when there will be only one service at 9:00)
  - Every Wednesday: noonday prayer
- In-person worship: indoors, every Sunday at 8:30 & 10:00AM
- Every Wednesday: Rachel Manley's bible study, 10:00AM
- Sept. 26: Leaders' meeting
- Oct. 3: Acolyte training. Please confirm attendance with Fr. Chad.
- Oct. 5: Executive meeting
- Oct. 10: Stewardship campaign begins
- Oct. 19: Vestry business meeting
- Oct. 30: Province I (our diocese falls under P1: ME, RI MA) is scheduled to meet at Nativity
- Nov. 6: Diocesan Convention on Zoom. Registration required. <https://www.conventionwma.com/>
- Dec. 11: Living Nativity (in some format)

## **ON HOLD / UPCOMING TOPICS**

- Establish team for engaging children in Family Sundays
- Treasurer / Finance Committee priorities
  - Evaluating credit card situation (needs & recommendations for church and Home Depot cards)
  - Rework income statement to show reimbursements as liabilities
  - Determine whether the technology grant should be listed as a reimbursement
  - Decisions on investment of memorial and restricted account savings → Love account?
  - Paperwork for Amazon Smile and tax-exempt status
  - Update & finalize financial SOP document
- Men's ministry (hikes, bible studies; multiple leaders needed)
- Peter Vanacore's ideas for collecting community feedback
- Research bell-repair options
- Marketing plan
- Small-church grants