

**VESTRY BUSINESS MEETING**  
**Minutes from August 17, 2021**

Present

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

Absent

At-Large: Debbie Burke  
At-Large: Aaron Ting  
At-Large: Ted Flanagan  
Treasurer: vacant position

**Consent Agenda:** The June minutes haven't been written yet so they will be approved by email. There was no July vestry meeting, and no financials were received for June. The July financials (Jan-July 30, 2021, so June was included) were approved as written, but with questions.

- Clarify the negative credit card amount; we assume it's a bill yet to be paid
- 4003.1, Lay pastoral ministry: what was the \$882 for? Separately, who handles lay pastoral ministry?
- 4004.1, Simple Social: what was the \$230.59 for? We didn't have any simple socials this year.
- 4003.5 and 4003.6: Why are there two listings for 'Men's Ministry'?

**Rector**

*September services & events.* Chad will be in Durham, at Duke, next week. Masks will be recommended for everyone again at all services, not just for the unvaccinated. Unfortunately, Nativity will not be participating in Fall Fest this year. There will be three all-church services at 9AM in September.

*Living Nativity.* Without people stepping up to volunteer, can we hold this event? Should/could it look different than in other years? We would like to hold the event, but volunteers are needed to organize and help with each segment (someone for kids, music, animals, stage, publicity, etc.).

*Treasurer & Finance Chair needed.* – Henry Terwedow stepped down and Mark Clausen has left the church. Dick Jubinville will step down at the end of year. We discussed possible replacements, but we need folks to step up. Everyone should think and pray about it.

*Audit:* The vestry voted to approve the 2020 audit as written. Cathy will call Steve Hasbrouck regarding his comments about the 13-month EOY statement & 2019 parochial report. Separately, Chad talked to George about the Boy Scouts' Avidia account. They are not attached to Nativity's accounts, which is as it should be.

*Admin hiring status.* Raul is joining the Navy in November, so we'll hire an admin before then. Seven prospects are in the queue.

*Website progress.* Raul's work is ready for a soft rollout, then we'll announce it officially. Chad doesn't know whether Raul found the pictures we sent to Sabina.

*ETA on chairs.* Chad received an email today saying the chairs will be here in two or three weeks!

*Assabet Valley Mastersingers.* AVM no longer rehearses at Nativity. They found a location that provides a larger space with more ventilation (for Covid concerns).

**Senior Warden**

*Fraud protection.* At Avidia's recommendation, we added fraud coverage to our "corporate" credit card for a charge of \$8/month. Unlike personal cards, corporations can't contest charges after 24 hours so having fraud protection is smart insurance.

*Preschool "audit."* Steve Hasbrouck met informally with Stacy Paradise to review the preschool books and provide recommendations for the future. Going forward, the books will be part of Nativity's overall audit and the preschool

will be part of our parochial report. Steve commented that it is wonderful (and unusual!) to have a preschool director who is so capable with finances, especially considering the mess she inherited.

*Preschool liaison.* Steve stressed the need for there to be a liaison between the church and the preschool. Stacy is doing a great job, but it is critical that someone else be looking at the books and reconciling them with the bank statement for the protection of both the church and Stacy.

*Parish survey.* We have 31 responses to date. Raul emailed the survey to ~240 people. There was discussion about the quality of the list and whether it was a good idea to include people beyond just active parishioners.

*Children's programming.* To engage young families, kids must be at the top of our list. We've already lost our middle and high school programs. If we don't offer adequate programming, new families won't consider Nativity and our own families will continue to drift away. Godly Play will be back this fall, but it has been delayed over concerns about Covid. We're hoping that Jenny Otto will lead JAM (Jesus and Me) again, starting in October.

*General.* Mass builds mass. Without people at church, we can't draw new people in. We need to find a way to politely/bluntly get people back to church. We need people to reengage. Covid really isn't the reason why most people aren't here; it's convenience.

*Vestry liaisons.* Speaking of connecting with people, at-large vestry members were assigned to focal ministries as liaisons. The liaisons won't lead the groups; rather, they will act as 'point people' to check in with their groups to see how things are going, whether they need any help, etc. Per the org chart, the following assignments were made:

- Worship: Aaron
- Music: Rachel
- Community & Hospitality: Jeannie
- Christian Formation: Tom & Janet
- Outreach: Debbie Burke
- The liaisons will give quarterly updates to the vestry and consider/encourage leaders for open positions

*Stewardship.* Jeannie will lead this year's stewardship program, which begins in October.

## **Junior Warden**

*A/C repairs.* Complete! The hall cools down much faster than before. Hooray!

*Air exchange in the hall.* There is no mechanism for fresh-air exchange in the hall other than to open the windows. The hall was only built for air *intake*, not outflow, as the air only vents out to the attic. We discussed possible solutions, such as adding grills along the hall roof, but we don't know the best way to address the issue. If funding allows, we might want to invest in finding an engineering solution down the road.

*Preschool flooding.* The problem of water coming in through side window near the furnace room has been fixed. Unfortunately, we can't install a drain to pull water away from the building due to all the roots in the ground. The leaking water heater could also have been a contributing factor in the past, but it was replaced earlier this summer.

*Safe Church training.* The diocesan safe-church training is now available online due to Howie's repeated requests on behalf of people who are unable to attend the training in person (eg, due to work schedules).

*Lawn mower.* The lawn mower continues to be a problem. It is back in the shop now, so Chad mowed the lawn himself this week.

*Back 40:* Jeannie arranged for Danny to remove the stumps later this week.

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
  - 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. 7: Executive meeting
- Sept. 21: Vestry business meeting
- Sept. 12: Community Gathering, 9:00AM (one service only)
- Sept. 19: Bishop at Nativity, 9:00AM (one service only)
- Sept. 26: Leaders' Meeting, 9:00AM (one service only)
- Sept. 26: Jeannie's Pet Rock benefit
- Oct. 30: Province I (our diocese falls under P1: ME, RI MA) is scheduled to meet at Nativity
- Nov. 6: Diocesan Convention to be held in regional "hubs"
  - More information: <https://www.conventionwma.com/>. The Convention Timetable and the Nominations booklet and form are on <https://www.conventionwma.com/for-delegates.html>.

## 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