

VESTRY BUSINESS MEETING
Mar. 16, 2021 Minutes

Present on Zoom

Rector: Chad McCabe
Sr. Warden: Deb Heseck
Jr. Warden: Howie Gelles
Treasurer: Henry Terwedow
Clerk: Cathy Terwedow
At-Large: Debbie Burke, Tom McDonald, Aaron Ting, Janet Wilcox

Absent

At-Large: Jeannie Hebert
At-Large: Ted Flanagan

Consent Agenda: Minutes – The February minutes were approved with one minor correction.

Rector

Easter & Holy Week Services. Attendance limits will be 15 for services held in the nave and 30 for services in the worship hall. Palms have been ordered and will be delivered with the April communion packets. Fresh palms will also be available at the door. We'll repeat our order of Easter flowers from Trombetta's.

Holy Week services will be as follows:

- Maundy Thursday, at 7PM in the nave: a service with symbolic foot washing (only Chad and Ethan)
- Good Friday, at noon in the nave: Meditations on the Seven Last Words of Christ (parishioners can pre-record meditations in their homes)
- Saturday night, at 7PM in nave: Easter Vigil
- Easter Sunday, at 8:30 and 10:00AM, nave and outdoors respectively

Church administrator. Sabina Terrades, our full-time administrator and previous bookkeeper, resigned from her position on March 5. There are no immediate plans to replace her, at least not on a full-time basis. To keep things running, our new, part-time bookkeeper, Linda Knopp (who works from home), will come in a couple of times each month to pick up paperwork. Chad is sorting the mail and picking up voicemail messages. Jeff Turgeon will help put the word out for a new admin via his employer, MassHire. Volunteers are picking up the slack in terms of the weekly emails, service bulletins, newsletters, etc.

Chair update. The new chairs failed to come in after many months of waiting so Chad cancelled the order and placed a new order with a different company. Chad reported that the racks are gone.

NEDP. Now that things are opening up a bit, NEDP notified us that Friday will be their last day renting space at Nativity. They will pick up their supplies on Monday. They were very appreciative and thanked us for letting us use the space.

Treasurer

February financials. Henry reported that the bookkeeper is the one who is in the trenches, working all the details. Since our bookkeeper is new, we are in a transition period. As a result, the February financials are delayed. Linda was able to get into Sabina's files and create a draft of the February documents but she is still trying to understand what some of the receipts and deposits are.

Linda has access to Paypal, Vanco, and the various Avidia accounts. Paypal is problematic though so we might have to delete the account with Sabina's name and set up a new account under a different name.

Financial reporting. Henry and Dick are working with Linda to get the financial reports the way we want them, including bringing back the “Balanced Budget” that the auditor and other financial folks really like. The vestry will receive the February and March reports when they are ready, probably in April. This is normal and our income and expenses are within budget. The church audit is coming up on April 23.

Church credit cards. This topic is on the back burner until the monthly financials are figured out.

Sr. Warden

- *Nativity’s preschool.* A number of teachers have called in sick (one due to a family member having Covid). If anyone else calls in, they’ll switch to remote learning as a minimum of four teachers is needed to run the preschool. Stacey is all set up for going remote. Separately, the preschool is starting to make a profit again.
- *Vestry covenant signatures.* The vestry gave verbal/hand-raised approval of the covenant today over Zoom. We hope to do it again on Pentecost when more people are comfortable attending church in person.
- *Easter egg hunt.* This year’s organizers are Deb Heseck, Karen McCabe, Janet Wilcox, Cathy Terwedow, and Cara Ting. Online registration (available now) will offer three time slots with up to 25 people each, not including volunteers. The Easter Bunny, who is fully vaccinated and will be wearing an N-95 mask, will be present for parent photos and kids will receive bags with activities and a list of Easter services. Parishioners are asked to donate candy-stuffed eggs and place them in the box outside the red doors. Invitations will be sent to the preschool families two weeks in advance, followed by promotions to Facebook’s “Northborough Moms” group, and by general announcements on Facebook as registration levels allow.
- *Equipping parents to be disciple makers.* Deb took an online class in which it was pointed out that most parents delegate everything they do for their kids to professionals. Yet God has given parents the authority to teach children about faith and the Bible. According to one study, 50% of youth-group kids walk away from their faith but 75% of kids who are taught at home stay with their faith. How can we incorporate this principle into this fall’s programming? We need to equip parents to disciple their kids. One idea would be to get parents together in a group for fellowship.
- *Next steps to find volunteers and leaders.* We need to recruit more people for ministry positions. Personal invitations are most important. Volunteering increases your faith in how you’re serving God. Adam Hoberman recently joined Larry Engholm to help with A/V at the 10 o’clock service. Perhaps Sue Zarcaro would be interested in heading up Outreach.

Jr. Warden

- *Doorbell.* The doorbell is working now! Howie linked it to the computer and added a louder bell.
- *Kitchen. vent recertification & readiness for reopening.* Fire, Inc. is doing four inspections tomorrow morning. A deficiency with the kitchen vent was noted a few months ago and we were told that the fire code is tables can’t be within 18” of ceiling; stack them on their side on the long edge along the windows; need to get it ready;
- *Workshop.* Fire, Inc. also wants the workshop cleaned up. A lot of that stuff belongs to the preschool from Marilyn’s days as director. Do we need work crews to get things fixed? They noted a violation for the amount of clutter and difficult panel access (electrical and water). We should also check the electrical panel in the boiler room.
- *List of sub-contractors.* We used to have a list of sub-contractors. Do we know where it is? If not, there are often stickers showing who the appropriate vendor is for each mechanical item.

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: online service, 10:00AM
 - Every Tuesday: "Tiny Desk Concert," 7:00PM
 - Every Wednesday: noonday prayer
- In-person worship: every Sunday at 10:00AM beginning March 14.
 - Registration required: <https://reopen.church/r/HeyolagM>
- Feb. 25: Next communion delivery
- March vestry meetings:
 - Mar. 2: Executive
 - Mar. 16: Vision / Business
- "Canoeing the Mountains" leader assignments:
 - Mar. 16: Part 4 (Chapters 12-13) - Janet
 - Apr. 20: Part 5 (Chapters 14-15) - Deb
- Other weekly events, contact lead person for a link:
 - Wednesdays: Rachel Manley's bible study, 10:00AM
 - Sundays: Zoom coffee hour, 11:00AM, hosted by Deb Heseck