

VESTRY BUSINESS MEETING  
May 18, 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, Jeannie Hebert, Tom McDonald, Aaron Ting, Janet Wilcox

Absent

At-Large: Ted Flanagan

**Consent Agenda:** The April minutes were approved with two corrections (“accountant” → “bookkeeper”). There were no comments on the Q1 financials and they were approved as written. It was noted that the Executive Committee approved the minutes of the 2021 Annual Meeting by email on April 22. Full approval will come when the congregation meets in January 2022.

**Rector**

*Admin hiring status.* Chad isn't in a rush to hire anyone since Raul will be around for a while but he did post the job opening on Patch today. Jeannie will post it on the Blackstone Valley Chamber of Commerce website.

*Church systems.* Microsoft 365 Office & Ring have been converted to generic 'Admin' accounts. They are no longer connected to Sabina or to her personal email address. Ring will be attached to Larry's email; Chad will have access as well.

*Moving forward.* We discussed how and when we'll meet and worship as the pandemic wanes. Ultimately, the governor and the bishop's office have the final say as to what we can and can't do. The major points of our discussion were these:

- *Goal.* To get people meeting in person again, both for worship and for church meetings and gatherings. Being engaged in outward service is what Pentecost and the new model of the Church are all about.
- *Meetings.* We will transition to in-person meetings (eg, for the vestry) soon; Zoom will be available for those who are uncomfortable meeting in person. The June executive meeting will be in person.
- *Worship.* We discussed whether we should meet indoors or outdoors in the coming months. Outdoors is lovely but it creates difficulties from a technical perspective and requires a lot of extra time and effort, especially without Levites to set up and tear down. Outdoors also presents problems for the congregation, such as heat and allergies. In general, it was felt that everyone would be more comfortable indoors where there is A/C and the equipment is in place, and where the singers and musicians can be co-located. Final decisions for the first two Sundays in June will be made at the executive meeting.
- *Livestreaming.* Livestreaming won't go away but how do we get people to come back to church in person? Chad would like people who are worshiping from home to watch the service at the same time. To that end, he suggested that we not post our video recordings on Facebook when the service ends. We'll make a decision in June and implement any changes this fall.

*Miscellaneous.*

- Karen Zacher is leading a study of the Book of Acts in a virtual “Friends for Pentecost” small group. The Thursday evening class begins May 20.
- The refresh of the Nativity website is progressing. Chad is working directly with Raul Quispe on it.

- Chad will take a vacation in July. Exact dates TBD. Chad will also be away from July 31 – Aug. 14 for annual training.
- New chairs have been chosen but haven't been ordered. We're not in a particular hurry.
- The preschool's Miss Karen is retiring. She has the second-longest tenure in the preschool after Marilyn McCarthy, who retired a few years ago.

## **Treasurer**

*April financials.* Overall income vs expenses is favorable. Total income is \$133K (vs \$130K budgeted); EFT is \$36K vs \$31K budget; pledges are \$52K vs \$46K. Expenses are \$90K (vs \$111K budgeted) and the anticipated \$20K gap is largely closed; only ~\$3K remains. Thanks be to God! Henry has asked Linda for clarification on a few things.

*2020 Audit.* The purposes of the annual diocesan audit (completed by Steve Hasbrouck) are to verify Nativity's transactions and financial situation, to learn best practices, and to receive direction as to what we can do better. In general, the audit went very well.

Henry asked the vestry to read through the audit over the next few weeks so that we can vote to accept it in June. The vote will be to acknowledge that, "Yes, we completed the audit and we are aware of the recommended changes." Suggestions/questions from the audit include:

- We need to resubmit the 2019 parochial report (PR) after making some changes. 2019 PR was not approved by the vestry. Should we approve it as is?
- Our bookkeeper should be trained in certain aspects of church bookkeeping. Henry is encouraging Linda to work directly with Steve once tax season ends.
- We should create a church inventory.
- Linda and Henry will talk to Steve to understand what Steve wants for a "13-month set of financial reports."

*Church inventory.* Janet Wilcox looked up YouTube suggestions for how to create a church inventory and she volunteered to create Nativity's inventory list, with photos of expensive items and a room-by-room video tour of the overall church, over the summer. She will include a bulk listing of all AV equipment and the new A/C compressor.

Separately, we still have the problem of not having a single place in which to store documents and we need to maintain a locked file cabinet in the administrator's office.

*Funds held by The Trustees for the Diocese of Western Mass (LOV-E funds).* Henry gave us an overview of Nativity's accounts along with a current statement. The statement shows that Nativity has six accounts with the Trustees; the sixth account is a total of the other five accounts.

Managed like municipal funds, the diocese holds our money in these accounts in case of unexpected large expenses, such as a new furnace. Unlike some parishes, we reinvest the interest. As a result, Nativity had ~\$30K in the funds in 2012 and ~\$43K in 2020.

*Avidia account signatories.* The mystery is cleared up. We have six accounts at Avidia, each with three signers, mostly Henry, Deb, and Janet (Treasurer, Sr. Warden, and Past Treasurer). Three years ago, Henry cleaned up the list and gave it to Sabina. We don't know where the list went so Henry will type up the new list and distribute it to the executive committee and the church administrator (when we have one).

## **Sr. Warden**

*Safe Church Training.* The diocese sent the list of upcoming dates but there was no registration link. Deb will forward the link when she gets it. Howie suggests that the diocese set up a time for on-demand training as he is always at work during the set training hours.

*Parish survey.* Chad and Deb will draft a survey aimed at finding out how parishioners would like to “be” the church, rather than being receivers only.

*Parent/Children’s programming.* Deb will try to enlist people this summer so that we can have Zoom and in-person programs in the fall that help equip parents to be disciple makers.

*Scholarship presentation.* Deb will contact Sonja Mott (our honoree) to find out which Sunday in June would work best for honoring her and our other graduates.

*Acolytes.* Matt Pellizzari has one more year of high school so he will help train Makayla St. Laurent. Tyler Frasco and James Dellecese will become acolytes in the fall.

*Breeze.* Deb updated our Breeze account such that the primary administrator is now a generic church administrator position rather than Sabina.

### **Jr. Warden**

*Cleanup day.* Howie was astonished at how many people came out. It was a wonderful day and the results are fantastic! The amount of work that was accomplished is unbelievable, especially in the memorial garden. The Scoutmaster was apologetic that they didn’t have a large team but the Scouts’ schedule is planned several months in advance. As groundskeeping is a continuous process, we should plan to have a fall cleanup (and give the Scouts an early heads-up) later this year.

*Stage.* The stage is operational! It still needs a new floor but Howie is holding off on buying plywood for it until the price drops. Obviously, there is no point on installing carpeting until the floor is complete.

*Kitchen vent inspections.* Someone was going to contact the company. Chad will check into it. There is a phone number on the hood.

*AC compressor.* The compressor has been ordered. It should be here in about six weeks. We will have A/C in the hall while we wait, as the remaining compressor is working double.

### **Other**

*Q1 pledge statements.* Since we’re closing in on the end of the first half of the year, we’ll forego Q1 statements except to those who have specifically requested them. H1 statements will go out in early July.

*Nativity’s tax-exempt status.* Howie registered Nativity at Home Depot under Chad’s name. We’re also registered at Batteries Plus near the Apex Center. Are we registered at WB Mason?

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 Wednesday: noonday prayer
- In-person worship: every Sunday at 10:00AM. Registration required: <https://reopen.church/r/HeyolagM>
- May vestry meetings:
  - May 4: Executive

- May 18: Business
- Wednesdays, 10AM: bible study with Rachel Manley
- Thursdays, 7PM beginning May 20: Friends for Pentecost, contact Karen Zacher
- May 23: Pentecost, with vestry covenant signing/blessing
- May 30: the last Zoom coffee hour
- June 3: Next communion delivery