

MINUTES OF THE VESTRY OF
EPISCOPAL CHURCH OF THE ASCENSION

Committee Reporting Session

May 1, 2022

On Sunday, May 2, 2022, the Episcopal Church of the Ascension held committee meetings and a reporting session, following Sunday services. Committees began to meet at about 11:30 pm, primarily in the Parish Hall, but also in other rooms such as the Parlor, the Youth & Outreach Center, and the conference room.

Father Paul called committee leaders to the reporting session in the Conference Room at 12:45 pm. Those attending the reporting session were:

Rector Father Paul Klitzke	Tom Dwyer (via Zoom)
Senior Warden Ashley Rector	Joan Romanosky
Junior Warden Andrew Bolt	Mark Unkenholz
Julie Baker	Suzan Fenner
Jonathan March	Jane Taber
Laura Warner Gilmer	Brett Rector
Harry Breda	Todd Rutenbar

Vestry Member Marsha Gadsden was unable to attend. Vestry Member Jonathan March performed double duty as Treasurer, and Vestry member Harry Breda continued to perform duties as Clerk of the Vestry.

Ascension Day School (Brett Rector, Board President)

- Brett quickly began by sharing that the spring picnic for ADS was a great success. The picnic was intended for both students and alumni, as well as incoming students. The estimated attendance was 245 attendees.
- The picnic also serves as an annual fundraiser for ADS. This year's event raised \$5,000, according to Brett, and the proceeds are to be used at the director's discretion.
- On the financial side, they have not budgeted for a summer camp in the past. This year they collected summer camp as regular tuition, and therefore it shows up as tuition in this month's financial statements. The school will continue to send 13% of summer camp tuition to Ascension.
- Brett reported that ADS has received a new grant from the state, available to licensed day care centers. The grant is based on the number of children in the school, and the size of the

geographic area that they serve. There are restrictions on how the grant can be used – teacher salaries, scholarships, or paying off debt. ADS received the first quarterly payment on the grant recently, and they intend to use it for teacher bonuses and pay increases. Further installments will be used for scholarships and to help families in need. There are also some small capital improvements that they are looking at, including room dividers.

- The ADS board is looking into formalizing the scholarship process, including applications and the selection process.
- Last, they are considering an assistant director, who would facilitate the “inside” activities of ADS while the director focuses on the “outside” activities. They are looking to fund the position for 24 months prior to hiring for the role.

Evangelism Committee (Jane Taber, Chair)

- There will be a webinar on Wednesday to share with committees how to “connect” – helping people connect to the life of the church.
- On Mother’s Day, the committee will be setting up a photo booth for mothers and children to take pictures. There will be a sign with a hashtag, for posting to social media.
- Senior recognition day will be on May 22 (also church picnic day).
- The committee is working to acquire and place a “Unity Bench” in the Memorial Garden area, in honor of Elanor Bolding, who would have been a graduating senior this year. Jane spoke with the family to confirm the idea.
- Jane also reported that they are working on a print version of an usher/greeter manual, to formalize the training process.

Finance Committee (Jonathan March)

- Jonathan shared financials through March to Vestry members and other leaders during the week prior to the meeting. He posed a few questions in his email, and they were discussed in the meeting.
- For the year, we are well ahead of our budgeted income, likely due to pre-payment of pledges.
- During the month, cash was moved from the checking account to the investment account. The funds are still in a “cash” vehicle, but in an interest-bearing account.
- Last, Jonathan announced that they are starting the annual audit in May, and hope to be done well ahead of the September 1 deadline.

Formation Committee (Joan Romanosky, Chair)

- Joan reported that they haven’t had a set rotation for Godly Play (children) or for Children’s Chapel, and have had to scramble a little with Father Paul and Ashley filling in, along with some volunteers. We now have a more stable group for Godly Play, however, and Vestry is helping out with Children’s Chapel.

- There is a Bible Camp scheduled for August 1-5, but nothing has been set up for it yet – no sign up sheets, no curriculum. Much discussion ensued regarding Bible Camp.
- Joan is working with a small committee to fill the position of Formation Director; she built out a job description and forwarded it to the team.

Outbound (Audry Lee, Chair)

- Did not report.

Pastoral Care (La Bau Bryan, Chair)

- Did not report.

Liturgy & Music Committee (Ftr. Paul, reporting)

- Father Paul reported that the celebration of Ascension will be on May 22, and we will adjust the calendar accordingly.
- He also reported that we have potential baptisms for after Pentecost, welcome news.
- The committee has begun its scheduling for summer, including choir and all participants in the worship.

Property, Plant & Equipment (Todd Rutenbar, Chair)

- The committee met today and focused mostly on workday items, walking through campus to identify potential items to tackle on May 14. One of the primary issues is to take down the accordion wall in the Children's Chapel, which has been an issue for months. There is also interest in cleaning up the pews in the sanctuary, as well as cleaning the stained glass walls on the north end of the nave. The committee is looking at taking the windows down to clean them.
- The arborist we have spoken with recommended removing a limb from a tree overhanging the YOC, which could potentially damage the building. The limb is currently supported by a cable. This is on the list for the workday. The committee is also looking to replace a couple of bushes that died over the winter.
- There are still some lights out in the narthex. Several have been replaced, but more remain. The committee is aware of the issue.

Radical Hospitality (Suzan Fenner, Chair)

- The committee discussed the Progressive Dinner, held the night before. It was a success with approximately 4,521 people attending. Dessert at Katie and Gene's house was a boffo event.

- The All-Parish Picnic is scheduled for May 22. Notices will go out this week in @Ascension, and the lunch will be potluck style.
- The committee discussed a possible summer event, with a cornhole tournament as the best idea at the moment.

Stewardship Committee (Jon Dunfee, Chair)

- The committee did not meet or report.

Father Paul followed the reports with a couple of calendar updates.

- On May 21 there will be a leadership retreat to focus on strategic planning. You should have already received an email.
- The project to replace the floor in the nave is being moved forward – details are to be discussed, but it's likely to be installed in July/August. We will transfer to the Parish Hall for temporary worship space during that time.
- Father Paul will miss a week in May.

With there being no further reporting, Father Paul offered a closing prayer. The meeting was then adjourned at 1:42 pm. The Vestry meeting would start about ten minutes later.

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Regular Business Meeting

May 1, 2022

The Vestry of the Episcopal Church of the Ascension held its regular business meeting following committee reporting. Remaining for the Vestry meeting were Father Paul Klitzke, Senior Warden Ashley Rector, Junior Warden Andrew Bolt, and Vestry members Julie Baker, Laura Warner Gilmer, Joan Romanosky, Jonathan March, and Harry Breda. Marsha Gadsden was absent, while Tom Dwyer joined via Zoom. Jonathan March served as Treasurer, and Harry Breda served as Clerk of the Vestry.

The meeting came to order at 1:50 pm.

Devotional

Thinking about the calendar changing toward spring, Jonathan March read from Ecclesiastes, Chapter 3, verses 1:15.

Prayer Requests

As a Vestry and as a congregation, we pray for ...

- Ashley's father Steve, who had back surgery;
- Rita Sands, recovering;
- The people of Ukraine, fighting for freedom;
- Karen Cruttenden, struggling with illness and age;
- Graduates in 2022, as they transition to their next stage;
- All who have been impacted by Covid, including those who have been sick as well as those who are caring for the sick;
- Doctors, nurses, caregivers, and first responders dealing with those impacted by the pandemic;

Following a moment of silence for centering and prayer, the Vestry read aloud the mission statement of the Episcopal Church of the Ascension.

Ordinary Business

Meeting Minutes

Minutes for previous meetings were distributed via email, the week following the previous meeting. After a few edits, they were redistributed the Friday prior to the meeting. Julie Baker moved that the minutes be approved as presented. The motion was seconded by Laura Warner Gilmer, and approved unanimously.

Financial Reports

- Following the reporting from the Finance committee, Jonathan raised a question on the contract labor line item in the budget. There was an adjustment made to the expense side of the ledger, noting that the expense for contract labor was allocated equally on a per-month basis, rather than in the months it was expected to be spent.
- Joan Romanosky moved that the financial reports be approved as presented. The motion was seconded by Ashley Rector, and approved unanimously.

New and Continuing Business

Election of a New Clerk

- Katie Dickinson has spoken with Father Paul and agreed to be the next Clerk of the Vestry. She will be able to begin her term at next month's meeting.
- Harry Breda moved that Katie be elected as the new Clerk of the Vestry. The motion was seconded by Jonathan March, and approved unanimously.

Strategic Planning Session

- The session is scheduled for May 21, and Vestry members and other leaders should have received an email with a link to a survey as part of their pre-planning.
- We expect to have 20-25 people for the day, starting at 8 am in the YOC. The Vestry discussed logistics for the meeting, including food, transportation and costs.
- Mary Montgomery's costs are well within what we had budgeted at the March meeting.

Nave Tile Quote/Update

- As mentioned during the reporting session, we have an active bid from our contractor to replace the tile in the narthex. The quote is a reasonable figure, coming in at just under \$100,000, and we already have a pledge from a parishioner to purchase the tile.
- The quote notes that we would move electronics, while the contractor would move pews and cover walls in the sanctuary. The contractor would cover and seal the organ, under the supervision of Mark. The quote includes new tile in the altar guild area, but not the choir loft area. The vestry mentioned that we should seek to include additional cleaning after the installation.
- The tile would be installed in mid-July and take about two weeks to install and clean. We would host services in the Parish Hall while the tile was being installed.

- Discussion ensued about how much to ask of the congregation to raise money to install the new tile. After a bit of discussion, Laura Warner Gilmer moved that we seek to raise \$110,000 to install the new tile in the nave. The motion was seconded by Tom Dwyer and passed unanimously.

Staffing/Budget Questions

- Father Paul initiated the discussion by framing what the committee and he agreed to for the position of Formation Director – a full-time role, with a certain salary range. Joan and the committee had put forth a job description, and had discussed a similar salary range.
- In light of the need for an associate rector as well, Father Paul asked a larger question of the Vestry: what staff do we need, and who on that staff is ordained?
- Father Paul's preference is to staff the church based on what will help us grow in our mission – youth, music, a sound engineer, and so on. His preference is to wait on hiring an associate rector until we fill the other positions with people that will help us grow.
- There was further discussion on the topic of staffing, and on how it could impact a potential sabbatical for Father Paul.
- The consensus of the Vestry was that the committee looking to hire a Formation Director was on the right path in the job description and the salary range.

Father Paul's Travels and Continuing Ed Budget

- Father Paul brought up for discussion a potential trip to Greece in the summer as a continuing education trip, to be partially funded by Ascension, per his original employment agreement. There was additional discussion on timing of weeks off and a sabbatical postponed to 2023.
- Following additional discussion, Harry moved that the Vestry approve the use of continuing education funds to partially fund a trip to Greece in June for Father Paul. The motion was seconded by Joan Romanosky, and approved unanimously.

Last Note

- As the Vestry was wrapping up the discussion on continuing education, Tom Dwyer raised the point that there were several budgetary pledges made in the meeting that could have a material impact on our budget. Namely, the installation of the tile, new staffing questions, and continuing education. He asked that Treasurer Jonathan March take a look at what was discussed in the meeting today, and how it impacted the budget for the remainder of the year.

Reports

Junior Warden – Andrew Bolt

- Andrew reported again that there would be a Parish Workday on Saturday, May 14. There are several items to be cleaned, updated, or repaired, including the divider in the Children’s Chapel, which was discussed previously. We will likely look at the grill as well.
- The committee looked at ceiling tiles in the narthex, as some have some water damage. They will be replaced over time.

Senior Warden – Ashley Rector

- Ashley noted for the group that staffing really feels thin – we have no backup for our rector, and there are few people in the children’s chapel and Godly Play area. Overall she’s happy that it seems we are in the process of moving forward.

Rector’s Report – Father Paul Klitzke

- Much of what Father Paul wanted to share has previously been discussed.
- He shared that he has spoken with a couple of people about the Formation position – one who may be interested, and one who may know someone who would be interested.
- Father Paul noted that there are a few people that need rides to church. The question was raised as to whether we want to restart the “ride share” ministry – discussion ensued.

Calendar of Events

- May 14 – Workday
- May 22 – All Parish Picnic

People to Thank

- All the hosts for the Progressive Dinner
- People in charge of the Opera Truck
- Nancy & Linda for flowers for Easter
- Mark Unkenholz for the inspiring music during the services over the past few months
- Katie Dickinson for helping with youth and hosting dessert

Next Month’s Devotional: Julie Baker

With there being no further business, Father Paul Klitzke offered a closing prayer. The meeting was adjourned at about 3:22 p.m.

Respectfully Submitted,

Harry Breda, Clerk of the Vestry