

MINUTES OF THE VESTRY OF
EPISCOPAL CHURCH OF THE ASCENSION
Committee Reporting Session
December 19, 2021

On Sunday, December 19, 2021, the Episcopal Church of the Ascension held committee meetings and a reporting session, following Sunday services. Committees began to meet at about 11:45 am, spread out across the campus, meeting in the Parish Hall, the Parlor, the Youth & Outreach Center, the courtyard, and other rooms.

Father Paul called committee leaders to the regular meeting in the Youth & Outreach Center at 12:46 pm for the reporting session. Those attending the reporting session were:

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| Rector Father Paul Klitzke | Andrew Bolt |
| Mother Teresa Terry | Jane Burruss |
| Senior Warden Allen Myers | Mark Unkenholz |
| Junior Warden Andrew Marshall | Suzan Fenner |
| Laura Warner Gilmer | Jon Dunfee |
| Julie Baker | Joan Romanosky |
| Ashley Rector | Audry Lee |
| Jonathan March | Jane Taber |
| Brett Rector | LaBau Bryan |
| Harry Breda | |

Vestry member Shade Badejo was not present. Vestry member Harry Breda continued to perform duties as Clerk of the Vestry.

Father Paul began the meeting with a few notes for the gathered leaders:

- Earlier in the week, he shared vestry meeting and committee meeting dates for 2022.
- He has also requested reports for the annual meeting from each committee chair. He will share some guidelines for everyone to ensure consistency in the annual report. The goal is to develop a comprehensive, inviting annual report, one that can serve as both a summary of our church life as well as an entry document for parishioners, visitors and guests who want to become involved.
- Last, it was announced that Laura Warner Gilmer has been granted postulancy toward the priesthood.

With the notes completed, we moved to committee reporting.

Ascension Day School (Brett Rector, Board President)

- Brett reported to the committee that the school seems to have weathered the Covid pandemic well so far, with no closure of classrooms during the first half of the year.
- This year ADS has provided over \$47,000 to Episcopal Church of the Ascension. ADS will pledge 13% of tuition to the church for the coming year.
- We have received some new funding from state grants, which we were urged to apply for by Director Kate Bear. ADS now has a cash reserve on hand.
- Going forward we would like to maintain a cash reserve of about 1.5% of annual tuition. Our goals for 2022 include increasing scholarships for deserving incoming students, and adding an assistant director.

Finance Committee (Jane Burruss, Treasurer)

- Jane reported that we are in good shape financially as we head into the last two weeks of 2021.
- After last month's meeting, Jane helped the office staff with FellowshipOne database, and they both learned some new things.
- Jane expects us to close 2021 slightly under budget on the expense side, and about even with our budgeted forecast on income (not including the PPP loan, which is still expressed on the cash flow statement).

Formation Committee (Joan Romanosky, Chair)

- The committee did not meet, but they met earlier in December to discuss planning for the Advent Festival (held on December 12) and for the Formation Fair, which will be held on January 9.
- There were about 20-25 families at the Advent Festival. The group also put together some posterboards and other displays for the Formation Fair.
- They are looking into formation planning for 2022 – they have ideas for Lent nailed down already, and are going to start an all-parish "Bible Reading Challenge" for 2022.

Liturgy & Music Ministry (Father Paul, reporting)

- The committee met and discussed some changes to be made to close the Advent season.
- It's been a bit of a challenge scheduling LEMs, readers, and so on, given the absence of scheduling software.

Outbound Committee (Audry Lee, reporting)

- Episcopal Relief & Development is collecting money for tornado victims in Kentucky – Kathy Wendling will have a link for us in the bulletin.
- On Saturday January 8, we will host a group from Parkland Hospital, providing mammograms.
- The Food Pantry will be open on December 21 – we expect to see a very large turnout. We gave out over 85 bags of food and \$25 gift cards at the beginning of December.
- We are trying to solidify dates with the Austin Street Shelter for 2022 – stay tuned.
- For Tasby Middle School, we put together bags of hygiene, feminine products, and snacks.

- The ADS Book Fair is coming soon, and we will use proceeds from that event to help support our efforts for Kids U.
- The Garden is going well and we are full for next year. There are some items that are missing, and we suspect that there are thieves involved. Diane Haack has bought some surveillance cameras and donated them to the parish for installation.

Pastoral Care (LaBau Bryan, Chair)

- We are starting a new cohort of Stephen Ministers in spring; we will be partnering with St. Michaels on the effort.
- Lay Eucharistic Visitors began last week (December 12) – we still need additional people to deliver communion, as well as additional recipients.
- The card ministry is continuing.

Property, Plant & Equipment (Andrew Marshall, reporting)

- The small work day went well, with many volunteers on hand. There are three bushes remaining to plant and they should be put in today.
- There are three more trees left to plant as well. In addition, Kate Bear has asked for a new tree, to be placed southwest of the small playground.
- Todd noted that there is a problem with some of the new lights in the sanctuary being out – the bulbs will of course need to be replaced.

Radical Hospitality (Suzan Fenner, Chair)

- The committee met and welcomed new members by discussing some new initiatives for 2022.
- The committee discussed bringing back donuts for between services, which was met with general unease by many gathered.
- The progressive dinner is scheduled for January 22, but there are some rumblings regarding coronavirus restrictions and concerns.
- There was no discussion on activities for Shrove Tuesday, and there will not be Lenten dinners around formation efforts.

Stewardship Committee (Jon Dunfee, Chair)

- Thank you notes have gone out to many people for pledges; Jon will share a spreadsheet that he's developed to manage the note-writing process.
- They are considering a ministry fair for the spring, possibly the fall, to drum up interest and volunteers for church ministries. It was noted by all that it's time to reinstate the church calendaring session, which we used to have on the wall in the large conference room.

Evangelism Committee (Jane Taber, Chair)

- There will be an usher/greeter training in February. The last time we had a training session was before the onset of the pandemic. Scheduling is a challenge, in that the old pre-pandemic system is no longer being used.
- They are planning a Lenten speaker series, for weeks two through five (not including Ash Wednesday).

With there being no further reporting, Father Paul led the group in a prayer.

The meeting was adjourned at 1:40 pm. The Vestry meeting would start in ten minutes.

MINUTES OF THE VESTRY OF
EPISCOPAL CHURCH OF THE ASCENSION
Regular Business Meeting
December 16, 2021

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, Associate Rector Mother Teresa Terry, Senior Warden Allen Myers, Junior Warden Andrew Marshall, and Vestry Members Julie Baker, Andrew Bolt, Laura Warner Gilmer, Jonathan March, Ashley Rector, and Harry Breda. Also attending was Treasurer Jane Burruss. Absent from the meeting was Vestry Member Shade Badejo. Harry Breda also served as Clerk of the Vestry.

The meeting came to order at 1:51 pm.

Devotional

Jane Burruss read a devotional, from a book titled "You Are The Beloved," written by Henri Nouwen. The reading was "God's Love Where it Pleases."

Prayer Requests

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

- Carol Brickell;
- Jane Burruss's family, as they struggle through a difficult time;
- The Bolding family, during this difficult holiday season;
- Rosalie M.;
- Harry Breda's Aunt Dootsie;
- All who grieve for the loss of family and friends
- 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 Episcopal Church of the Ascension.

Ordinary Business

Meeting Minutes

Minutes for the November meeting were distributed to the Vestry via email. Laura Warner Gilmer moved that the minutes be approved as presented. The motion was seconded by Andrew Bolt and approved unanimously.

Financial Reports

- Treasurer Jane Burruss sent financial reports earlier in the week to all vestry members.
- Allen Myers moved that the financial reports be accepted as presented. The motion was seconded by Ashley Rector and was approved unanimously.

New and Continuing Business

Ascension Budget for 2022

- The Vestry were presented with a new copy of the draft budget for 2022, taking into account some of the questions and issues raised in the November meeting. The changes included in the new version were largely in the staffing section, rearranging some duties among the office staff.
- It was noted that the church insurance premium was set to increase by about 30% in 2022, based on recent claims made by similar parishes throughout the area.
- Negotiations are ongoing with the leadership of the St. Phillips mission, for a new lease agreement to cover 2022.
- After some additional discussion and clarification of small issues, Allen Myers moved that the budget for 2022 be accepted as presented. The motion was seconded by Ashley Rector, and was approved unanimously.

Capital Campaign Update

- The capital campaign is nearing an end, as we have the final invoice from the contractors and are awaiting a couple of additional repairs to conclude all the work efforts. We will pay the final invoice of about \$65,000 shortly.
- There was an issue with the drain in the kitchen area that has since been fixed.
- We have a donation to buy new tile for the nave. We would like to make an announcement soon, so that we may purchase the tile and install it during the summer months. The price is currently locked in, but we have not yet purchased the tile.

Annual Meeting Preparation

- The annual meeting is scheduled for Sunday, January 29, between the 8:00 am and 10:30 am services.

Additional Business

- Annual Housing Designation
 - The annual resolution to designate a portion of clergy pay for housing, to satisfy IRS requirements, was discussed.
 - A motion to approve a portion of clergy pay was put in front of the Vestry. Andrew Bolt moved that the motion be accepted; the motion was seconded by Laura Warner Gilmer, and approved unanimously.
 - The resolution was signed by Senior Warden Allen Myers.
- Letters of Support for Ordination to Deaconate

- A letter of support for Annelies Mosier was presented to the Vestry. Father Paul moved that the letter be signed as presented; Ashley Rector seconded the motion, and it was approved unanimously.
- A letter of support for Randy Nelson was presented to the Vestry. Father Paul moved that the letter be signed as presented; Ashley Rector seconded the motion, and it was approved unanimously.

Reports

Junior Warden – Andrew Marshall

- Andrew reported that the listing of fixed assets at the church has been underreported by about a million dollars. While this will not impact our insurance premiums – confirmed by Jane Burruss – it's important to keep an accounting of our physical plant and other assets in case of dire emergency.

Senior Warden – Allen Myers

- Allen expressed his thanks to the Vestry for their contributions to the annual Christmas purse for office staff.
- Allen also reported that they have three candidates for Vestry for the 2022 calendar year; they are seeking one additional candidate so as to have an actual election.

Associate Rector – Mother Teresa Terry

- Mother Teresa wanted to share that there has been a lot of good energy and information coming from the Pastoral Care committee – people are responding to their efforts.
- She has decided to change her canonical residency from Delaware to Texas. The move gives her the ability to be involved and share her voice on matters in the Dallas diocese, something she's passionate about.

Rector's Report – Father Paul Klitzke

- Father Paul reported that it's been a very busy couple of weeks with Advent and preparations for Christmas services. He was grateful for the extended reporting session, to hear from the gathered leaders.

Calendar of Events

- December 22 – Longest Night service will be held on December 22.
- December 25 – Christmas services are scheduled for December 25 this year; the service schedule has been distributed
- January 9 – Formation Fair, Committee Meetings, and the next Vestry meeting.
- January 22 – Progressive Dinner
- January 30 – Annual Parish Meeting

People to Thank

- Ashley Rector for supporting the Formation Fair
- Joan Romanosky and Jordan Hammon for their work with Formation Fair prep

Next Month's Meeting

- Scheduled for January 9. Services will be at 10:30 am, Formation Fair starts immediately after, with committee meetings starting at about 12:30.

Father Paul Klitzke offered a closing prayer.

With there being no further business, the meeting was adjourned at about 2:56 p.m.

Respectfully Submitted,

Harry Breda, Clerk of the Vestry