

Minutes of the Meeting of the Vestry  
Church of the Redeemer, Bryn Mawr, PA  
Tuesday, April 13, 2021  
7:00-9:00 PM via Zoom

Vestry members present: Paul Adkins, Jim Buck, Jennifer Copas, Lisa Davis, Elisabeth Cooke, Al Greenough, Melanie LeBoeuf, Harry Miller, Susan Rushing, Tracy Steele, Jacques Vauclain, and Christopher Zafiriou.

Redeemer staff present: The Rev. Peter Vanderveen, The Rev. Jo Ann Jones, The Rev. Michael Palmisano, Francesca Merritt, and Jay Einspanier.

Recorder: Francesca Merritt

Guests: Adam Watson, auditor, Rebecca Northington

The meeting of the Vestry was called to order at 7:04 pm. Jo Ann gave the opening prayer.

**Approval of Consent Agenda**

The March meeting minutes and the committee reports received for this meeting were acknowledged and approved unanimously by the Vestry on a motion by Melanie, as seconded by Harry.

**Audit financials**

Chris introduced the auditor, Adam Watson. Adam reported that there were no difficulties in performing the audit, and he believes management's financial statements are fairly presented. On the balance sheet, assets are down as a result of investment in the property of the church (Parish House renovation). On the income statement, the revenue was down almost \$600,000, which largely reflects parishioners fulfilling capital campaign pledges. Other revenue was \$225K, due to the receipt of the PPP loan, which has been forgiven. One note added to the report is that the Redeemer reduced the draw on endowments to 4.25% for 2021, from 4.5% in 2020.

Chris made a motion to approve the financial audit report subject to correcting the spending rule number and explicitly identifying the Parish house as an expense, which was seconded by Jim, and the Vestry unanimously approved the motion.

**Committee Chairperson Report**

Rebecca Northington reported on RYG (Redeemer Youth Group). At present, 35 youth are on the mailing list, representing 12 schools, with 30% coming from other or non-religious households.

Chris asked if we lost some participants due to Covid-19 restrictions. Rebecca said it is hard to accurately assess, but the group has adjusted well. Jennifer asked if Rebecca would describe the RYG use of the youth cottage as the Vestry was evaluating ways to engage Redeemer Youth with the new Parish House. Rebecca said that it is a valuable and beloved space for the RYG.

**Rector's Warden Report**

Tracy requested feedback on the Holy Week services. All the comments were positive.

Tracy stated that the Vestry needed to approve the language for the addendum to the Parochial Report. It reads as follows:

Addendum: 2020 Parochial Report  
Re: PPP Funding

In 2020, the Church of the Redeemer received a Payment Protection Program "PPP" loan in the amount of

\$205,600. These funds were fully utilized to support the salaries of the church staff as per the PPP guidelines. The loan was subsequently forgiven.

Given the non-recurring nature of this loan, and its complete expenditure for its designated purpose, the funds received are exceptional and not part of our normal operating revenues. Thus we have not included them in Line 5 of the Parochial Report.

Tracy made a motion to approve the language, which was seconded by Harry, and Vestry unanimously approved the motion.

Peter reviewed the parochial report and he would like to revise non-financial statistics. The Vestry agreed to approve the amended Parochial report electronically.

### **Accounting Warden Report**

Chris reported pledge receipts were strong in March. Expenses are below budget. He suggested that if the monthly operations are positive, the spreadsheet did not need to be thoroughly discussed at each Vestry meeting and an updated will be provided. A more in-depth discussion could be scheduled quarterly. At the request of the Finance Committee, Jay will prepare a campus-wide capital expenditure report with a due date in the Fall. Chris stated that the Finance Committee will begin taking notes of their meetings.

### **Administrator's Report**

Jay reported that the staff offices have relocated to the renovated Parish House. Punch list items may take until mid-summer to complete. The project is on budget. The first public event in the Parish House will be a blood drive in May. We will also be a polling location on May 18. Peter added that the staff has returned to pre-Covid office hours. All staff members are now fully vaccinated. Peter is arranging tours for major donors before the building is publicly opened. He is planning a public opening in mid-May.

Tracy asked if there will be tours available for groups of parishioners. Peter said he would be happy to do it. A celebratory grand opening event will be scheduled for September.

### **Rector's Report**

Peter reported that the service for Dave Dunkle will be this Saturday at 11 am. He asked the Vestry to approve the sale of the grave in the memorial garden. Tracy made a motion to approve the sale of the plot, which was seconded by Melanie, and the Vestry unanimously approved the motion.

Peter noted that Gordon Fowler and Meghan Jodz have agreed to be Diocesan delegates for 2021. Al made a motion to approve the two candidates, which was seconded by Melanie, and the Vestry unanimously approved the motion.

Peter is continuing to have conversations with potential donors about making a major gift to the Legacy into Promise campaign.

### **Strategic Plan**

Tracy reminded the Vestry of our mission including growth in faith, membership and impact. Tracy asked that assigned staff be incorporated into the ongoing strategic plan meetings. For the next Vestry meeting, the planning teams should come up with some short- and long-term goals, and any cost considerations.

1. Support and outreach – survey communications- Al and Melanie –

Al reported that their goal is to get baseline information on parishioners. The survey might be sent out in segments to get greater response. The Vestry discussed what information may be most helpful and the potential uses of the data we get. It was also acknowledged that we should use the survey to support the work of the other sub-groups and ways in which to do that will be identified throughout this process.

2. Open and welcoming - Lisa, Harry, Paul, and Susan.

The Vestry sub-group has been investigating numerous avenues for increasing community use of the Parish House. Many possibilities were discussed, and this exploration is ongoing.

3. Engagement of youth - Elisabeth, Jennifer, and Tracy – Elisabeth reported they had two meetings and received feedback from Michael and Rebecca. The next steps are to summarize specific proposals, set up another call with Jennifer, Tracy and members of the parish who have children in the youth program. Names were circulated for consideration.

### **Old Business**

Tracy stated the Bylaws Review Committee will meet on April 21<sup>st</sup> and the Executive Committee on April 25<sup>th</sup>.

Michael gave the closing prayer. The meeting concluded at 9:20 PM.