

**St. Barnabas Episcopal Church • Bainbridge Island, WA**  
**May 16, 2021 Minutes of the Vestry Regular Meeting by Zoom Teleconference**

**Vestry Members Present**

David Teves, *Sr. Warden*; Steve Schmitz, *Jr. Warden for the People*; Brian Andvik, *Jr. Warden for Buildings and Grounds*; Laura Bainbridge; Angie Bickerton; Barbara Bolles; and Judith Hanna

**Vestry Members Absent**

Kirk Eichenberger, Linda Maxon

**Others Present**

The Rev. Karen Haig, *Rector*; Michael Killion, *Treasurer*; Katherine Bolles, *Chancellor*; Rebecca Ditmore, *Clerk*

**Call to Order: 1:06 p.m.**

<i>Item</i>	<i>Topic</i>	<i>Speaker</i>
<b>1.</b>	<b>Opening Prayer and Spiritual Reflection</b>	<i>Rev. Karen Haig</i>
<b>2.</b>	<b>Approval of Agenda</b>	<i>Dave Teves</i>
➤	Motion: Approve the meeting agenda. <b>MSP</b>	
<b>3.</b>	<b>Approval of Minutes from 4/18/21 Meetings</b>	<i>Dave</i>
➤	Motion: Approve the minutes as amended. <b>MSP</b>	
<b>4.</b>	<b>Old Business</b>	
<b>4.1</b>	<b>Bookkeeper Transition</b>	<i>Rev. Karen</i>
	We are interviewing two candidates on Tuesday, May 18, one of whom looks very good on paper and seems quite interested in the job—she also comes highly recommended and has been on the island for around thirty years. The second candidate is not as skilled, but could be good in the position. Julie Houck and the Finance Committee have provided questions for us to ask in the interviews, and results will be provided to the vestry.	
<b>4.2</b>	<b>Sabbatical Grant Update</b>	<i>Rev. Karen</i>
	The grant was submitted ahead of time and received by Eli Lilly. The Sabbatical Committee will be back in touch with the congregation. In order to find St. Barnabas a strong interim priest candidate, Rev. Karen will submit copies of the grant to the diocese so that they can see the focus of the plan. Eli Lilly will respond at the end of August.	
<b>4.3</b>	<b>Stewardship</b>	<i>Rev. Karen</i>
	We are working to see who else we would like to add to the team, remembering that stewardship consists of far more than the annual pledge campaign.	

## **5. New Business**

### **5.1 Reopening for Thursday and Sunday Services**

*Rev. Karen*

Rev. Karen would like to reopen on June 6, which is the feast of St. Barnabas, with both renewal of baptism, and consecration of the labyrinth planned for that day. Masks will be required at all times for those on the St. Barnabas property and services will be held outside unless there is weather, which would mean relocating to the parish hall. The staff has been working on this for over a month, and generally speaking what the governor has allowed for is a vaccinated section which requires no social distancing (proof of vaccination will be required), and an additional section with socially distanced seating for those who are either unvaccinated or request social distancing. There will be an email reservation system tracking those attending and where they would like to sit, allowing chairs to be set up in a way that maximizes space. The goal is to have attendees gather for church together without having it be the vaccinated versus the unvaccinated.

The staff, Joan, an usher representative, and Jim Friedrich will do a full walk through this week to see how this will work. The Worship Committee will meet with everyone involved in Sunday services to review things. There will be a check-in booth with consent forms accepting personal liability to be signed, hand sanitizing stations, and a list of rules about masks, seating, touching, etc. There will be no wine for eucharist; bread will be consecrated and then put into small individual containers for serving by the priest. Ushers will hand out bulletins and will show people to their seats. Polling will be done soon to see who plans to attend. Services will continue to be recorded for those who cannot attend. Eight o'clock services will begin once we are able to provide two services.

Once the run through meeting has taken place in the coming week, the staff will be able to identify how many volunteers will be needed and that will be communicated to the vestry.

One of the things learned during this recent time is that we are the church, and that it's important to provide an easy way for members to be part of this, in an effort to have the kind of camaraderie for the set up and take down of services that has been enjoyed at past events.

Finally, this also means we can begin to have meetings at church. Mike Killion and Rev. Karen met with the Rotary leadership to discuss the protocols, and we will be slowly moving forward with that.

## **6. Reports**

### **6.1 Treasurer's Report**

*Mike Killion*

One of the things to mention at the outset is that we have no surprising expenses or gains in income. Our PPP loan has been designated a grant, instead of a liability—and will appear as realized income in next month's financial report. Our unrestricted funds are contained in two accounts: our operating checking and a savings account. Our endowments managed by the diocese have had a nice \$45K gain over the last month, and our net income is influenced by those endowment gains.

The P&L shows a budget item of \$44K of pledge income paid early, but that trend did not continue in April. We have no reason to believe that monies pledged will not come in later in the year, following last year's 99% pledge income being given. Health care and property tax expenses are paid as they come in, which means that sometimes they are paid early or a little later than scheduled. We are currently \$2K under budget YTD, but that will fluctuate as we move through the year.

- Motion: Accept the report. **MSP**

## 6.2 Day School Director Hours

*Rev. Karen*

Rev. Karen updated the vestry that she is working with the treasurer to research the possibility of increasing the director's hours, in part because of the larger scale of the job. She will report back when there is information to pass along.

## 7. Parish Chancellor Update

*Kathy Bolles*

The Chancellor will have a report in the next month or so regarding teacher contracts for the upcoming school year, as well as anything that comes up.

## 8. Action Items

*Rev. Karen* will contact greeters for opening.

*Brian Andvik* will contact the usher volunteers.

*A general survey* will be produced to find out who is willing to volunteer for the upcoming services.

*Laura Bainbridge* will be take care of setting up a Signup Genius so that people can register for those volunteer roles.

*Steve Schmitz* mentioned St. Barnabas's efforts to help sponsor a migrant family to the island. This item is on the agenda for the next Outreach Committee meeting. One member of the committee is gaining expertise in what managing this sponsorship would look like.

## 9. Executive Session

*Rev. Karen*

There was no request for an executive session.

## 10. Closing Prayer

*Rev. Karen*

## 11. Adjournment

*Dave*

- Motion: to Adjourn 2:46 p.m. **MSP**

Faithfully submitted,  
Rebecca Ditmore  
St. Barnabas Vestry Clerk