

REGULAR MEETING OF THE VESTRY  
ALL SAINTS CHURCH, PASADENA  
April 30, 2019

PRESENT MaryAnn Ahart, Shelley De Leon, Scott England, Will Gatlin, Kelsey Hekman, Kimberli Hudson, Grey Ingrassia, Tony Jackson, Cathy Keig, Eddie King, Mike Kinman, Juan Mejia, Dave Moreno, Sarah Phillips, Brian Robinson, Monique Thomas, Edna Trigg, Judy Van Vleet, Derek Wan, Jim White, Steve Williams, Trula Worthy-Clayton

EXCUSED Sharyn Delahousie, Christine Hartman, Rory Lowdermilk, Max Molina, Isabel Ramirez, Christina Honchell

ALSO PRESENT Jim Albarano, Melissa Hayes, Keith Holeman, Sally Howard, Terry Knowles, Jeremy Langill, Nancy Naecker, Kelly O'Phelan, Susan Russell, Juliana Serrano, Kathy Onoye

The meeting was called to order at 7:00p.m. in the Forum by the Rector. He opened with a period of silence. Kinman read each of the All Saints' Values: *Radical Inclusion, Courageous Justice, Joyful Spirituality, Ethical Stewardship*. He gave the vestry time to reflect on each.

Visitor Welcome – Kinman welcomed the visitors and asked them to introduce themselves.

Kinman welcomed the new vestry members to their first official vestry meeting. He also welcomed Steve Williams as the new Junior Warden and Nancy Naecker and Terry Knowles as new staff members. Ahart explained that the executive session at the end of the meeting will be a regular part of meetings going forward to deal with vestry internal business. Today's topic will be vestry committees.

## **BUSINESS ITEMS**

### Approval of the Consent Agenda

- › Report of the Clerk and Committee Reports: It was moved, seconded and the vestry unanimously approved the consent agenda including the minutes and committee reports as received.

### Report of the Treasurer

Albarano reported that for the first three months we are equal to 2018 at 31% pledges collected. We are doing well and ahead in pledges. Open plate is under budget and under prior year. Building usage is within \$6k of the annual budget. Expenses are as expected for the year.

### Giving Committee Legacy Wall Proposal

Knowles reported that they have been researching a design for the Legacy Wall. The proposal involves a digital ASC photo and 5 glass panels of legacy donors. They propose commissioning Joseph Stoddard to paint a watercolor of All Saints. The Finance Committee has approved \$30,000 from the Manning Bequest to be used for this. It was moved, seconded and following questions and discussion, the vestry unanimously approved the use of up to \$30,000 for the Legacy Wall.

Knowles shared that Easter gifts were about \$30,000. There is still time to give a special offering.

### Playground Plan Update

Langill shared a proposed update to the playground. The priorities are that it meets the immediate needs, it meets city codes, it is safe and inclusive, and it is a developmentally appropriate formation. This must get input from Buildings & Grounds, Children, Youth and Families and PACES. GameTime has equipment that meets the priorities. It has inclusive play equipment. The initial cost is around \$102,000. It is professional, meets public codes at public park level and will cost about \$25,000 to disassemble and move. They also looked for shaded seating. The total cost at this point is \$113,000.

There will be a Saturday meeting to get input from the three groups. PACES is charting the path forward. The path is CYF then Building & Grounds then Capital Campaign then Finance and then back to the vestry. Kinman commended O'Phelan and Langill for their work on this project.

### **FOUR FOUNDATIONAL GOALS**

#### Determining our Values, Mission and Vision

Jackson had a series of meetings that focus on values. The four core values have come out of this process. Jackson has taken all the input and constructed the final version. Following discussion, the vestry voted approval by unanimous consensus. Ahart commended Tony Jackson for his work. Ahart shared that the values are our core and will focus our work. The vestry then discussed the ways this will be shared with the congregation. Ingrassia asked the vestry to sign up for working on Sunday at four tables after every service to share the core values and hear from the parish. Kinman will share them in his sermons.

#### Address Serious Staffing Capacity Issues

Kinman shared that a generous donor has given funds to allow us to hire an additional full time clergy position (beyond the one budgeted for) for three years. The clergy search team, co-chaired by Juan Mejia and Flor Quintanilla, and including Carlos Carrillo, Adelaide Esseln, Sally Howard, Claudia Owens Shields, Judy Van Vleet, Derek Wan, Trula Worthy-Clayton and the rector, has created job postings for two associate rector positions. There was a period for questions and deep discussion about the job descriptions. Kinman will work with the search committee and he will be the final decision maker for the hire. There was also discussion about communication to the parish.

#### Provide Safe, Welcoming Space for Ministry

Keig reported that they are doing a space analysis. They are attending vestry committee meetings and would like to know when committees are meeting. They are working on building a plan for a welcoming environment.

#### Inspire Congregational Leadership & Development No report

### **WARDENS' REPORT**

No report

### **RECTOR'S REPORT**

Kinman shared a policy to add Funds for Staff Development to support ASC staff. This is an investment in professional growth for staff. Contributions given from pledging members will be separate and apart from their pledge to support staff development. It was moved, seconded and the vestry unanimously approved the Fund for Staff Development.

## **LOOSE ENDS**

- › Wan shared that CYF Sunday will be different and highlight programs for children and youth.
- › Albarano shared that there is a Diocesan LGBTQ Garden Party at Bishop Taylor's home in South Pasadena.
- › Phillips shared that they still need 21 vestry members to work on the lawn on Sunday.
- › Keig reminded the vestry to attend the Volunteer Day Celebration on May 18.
- › Worthy-Clayton reminded the vestry to support the Foster Care Art Project on Sunday.
- › Van Vleet reminded the vestry that this Sunday is Cinco de Mayo. The 1:00p.m. service will be bilingual, followed by a Convivio. It is important for the vestry to support the 1pm service.
- › Langill shared that implementation of O.W.L. is moving forward as planned. Training will be in August for facilitators and then instruction will begin in the fall.

## **VISITOR COMMENTS & REFLECTIONS**

- › Lots to think about and glad to be here.
- › Not every parish permits the parish to attend these meetings.

## **COMMUNICATION BACK TO THE PARISH**

- › Welcome new vestry members, new junior warden and new staff
- › Update on work done to add new welcoming playground equipment
- › Thanks to a major gift we will be posting two new clergy positions
- › Update and funding approved for development of the Legacy Wall

## **APPRECIATIONS & REGRETS**

- › Kinman thanked Jackson for his honesty. There continues to be need for healing. There is still pain and grief.
- › Williams shared the need for forgiveness. We should be open to not rushing. It touches people and it is a rare honest conversation.
- › Van Vleet thanked people for their comments in the process.

The meeting was adjourned to executive session at 9:30p.m. with a closing prayer from Sally Howard.

Respectfully submitted,  
Kathy Onoye

# Vestry Committee Reports

May Meeting 2019

Addendum to April 30, 2019 Vestry Minutes

## **NO REPORT**

Buildings & Grounds

Giving

Pastoral Care Healing & Health

Peace & Justice / OCC

## **PERSONNEL**

ASC Vestry Personnel Committee met on April. 9 2019 to:

- review the ASC New Hire Orientation process and identify modifications which will ensure incoming employees obtain the essential information and required tools to make a successful start
- discuss communication models which will effectively accommodate the timely receipt and distribution of State and Diocesan workplace policies and regulations
- determine formatting of completed Job Descriptions and establish Performance Review subcommittee's next steps.

## **FINANCE**

The finance committee met on April 25, 2019.

- Buildings & Grounds committee presented a request for replacement of a heating and air conditioning unit for Scott Hall. It was M/S/C to recommend allocating the sum of \$18,000 from quasi endowment to cover this cost.
- Terry Knowles reported that we had received to date the sum of \$27,000 for Easter offering and hope to reach the \$32,000 budgeted in that category.
- Proposal was made for replacement of the Heritage Wall in Regas House which would include an artistic rendering of the church that would be commissioned. M/S/C to recommend an amount not to exceed \$30,000 for this project to be paid from a recent bequest received.
- The March 2019 financials were presented. We are in a good position in pledge receipts in comparison to prior years, but continue to be below budget in both special gifts and plate offerings. This will be offset by expected overages in our building usage receipts. On the mission side most of the variances relate to timing issues. Under building & grounds, electricity is significantly above what it was a year ago and building & grounds is being asked to review invoices.

Next meeting is May 23, 2019.

## **CONGREGATIONAL DEVELOPMENT**

Last Meeting: February 27, 2019; Next meeting: May 21, 2019

### **Welcome Ministry**

- Welcome Cards received for April: 15
  - › Interests checked
    - ✓ P&J: 5
    - ✓ Spiritual Formation: 8
    - ✓ Music: 3

- ✓ CYF: 1
- ✓ LGBTQ+: 2
- ✓ 20's/30's: 4
- ✓ Volunteering: 1
- ✓ Small Groups: 1
- No Welcome Café in April
  - › Next Welcome Café is May 12 at 10:15am in the Guild Room

### **Parish Celebrations**

- Summer Fun!
  - › Harvest Festival – June 30
  - › Jazz Vespers Reception – July 16
  - › Episcopal Dodger Night – Sept 6
- Homecoming – Sept 15, plans are underway for another amazing Homecoming reception

### **Leadership Support and Development Committee**

- Ministry Leader Appreciation Event: March 31, 3:00-4:30pm. 40 Ministry Leaders attended. Five key themes emerged:
  1. Ministry leaders are challenged to “get the word out.” They seek guidance in how to publicize their activities to those whom they service and to other who might become volunteers.
  2. Ministry leaders want to see updated material (such as fact sheets) about all the ministries All Saints – for those who might volunteer and for those who might seek services.
  3. Ministry leaders are challenged to find new leaders to succeed them.
  4. Support Group and Small Group leaders are challenged to fill their groups to capacity.
  5. Ministry leaders are challenged to involve seniors who are interested in church activities but who have transportation challenges.
- The Act of Listening: March 31 at 10:15-11:00am. This was a beta test of curriculum written by Jennifer Wyndam and the Leadership Support and Development Committee
  - › 16 folks attended – well received and folks asked to have more time to discuss the curriculum

### **Small Group Ministry**

- Liza Billington is a new Small Group Coordinator for the Artist Group, The Writer's Group, Seeing White and Fiction Fun
- New Small Group in the pipeline: Seeing White starts on May 2

### **The Table – Faith Embodies: Spiritual Practices for Lent**

- March 14 through April 11 – The survey is complete and results will be shared with the leaders

### **New Member Class/Clase para Nuevos Miembros**

- Winter NMC dates: March 15 – April 17
- 17 were welcomed into the church at Easter Vigil
- 2 adults were baptized
- New Member Class reception is on Sunday, April 28 at the Kinman home

### **Senior Saints**

- May Lunch speaker is the Doug Edwards
- June 7 is a field trip to the Norton Simon Museum

### **20/30s**

- 20's/30's Social Hour every first Thursday of the month at 7pm at various locations around town
- 20's/30's Bible Study on 3rd Thursday of the month from 7-9pm at Mary Lee Dula's home

### **LGBTQ+**

- LGBTQ+ Visioning Group is meeting monthly under the direction of Susan Russell – survey forthcoming

## **Arena/My All Saints**

- Goal: The ultimate goal of Arena/My All Saints is to help the parish better connect and engage

## **Lawn Redesign**

- The Connection Center is a work in progress – what is working so far:
  - › Ministry flyer rack is up and running
  - › Folks are loving the cocktail tables and café tables
  - › Ministries are figuring out the rotation system – more information needed for ministries to have a successful experience
- Next steps:
  - › Identify and Train Connection Center Hosts
  - › Purchase tables (high tops, café tables) and umbrellas
  - › Provide a unified signage design
  - › Ministry binder
  - › Stayed tuned for more!

## **CHILDREN, YOUTH & FAMILIES**

### **Summary Notes - 4/23/19**

*Present:* Emily Dossett, Aleta Hancock, Christine Hartman, Derek Wan

*Guests:* MaryAnn Ahart

## **Playground**

- Christine updated the committee on the newest playground proposal (elements of which had been emailed to group the previous week), and answers to questions that had come up during the previous Buildings & Grounds committee meeting attended by Jeremy and Christine.
- The group also discussed the history of the spacenet structure, Christine will respond to committee with total cost.
- After discussing timing and costs, as well as the significant commitment this project shows to children and families at ASC and in the wider community, the committee voted to recommend that the proposal be taken to Finance at the next meeting on Thursday 4/25. Absent committee members sent in their vote based on information provided and the vote was unanimous.
- Christine let the group know that next steps are to receive recommendation from B&G based on the additional information requested and provided, then take to Finance and vestry.
- Per MaryAnn, Jeremy will be on the agenda for the next vestry meeting to give an update. Christine will not be in attendance but Derek will be there to offer additional insight. Kelly will also attend due to her involvement and expertise in the process.

## **CYF BBQ**

- Christine will take the lead on the upcoming BBQ, scheduled for Wednesday, May 29.
- Everyone please put on your calendars and be prepared to sign up when the email goes out (Christine checking on timing). We are especially looking for grill masters and bounce house supervisors.
- Christine will look into different options for shopping, including InstaCart.
- Grills are being ordered and all lists are located on the Google drive.
- Christine will check with Jeremy on plan for sound equipment so that everyone can hear announcements and thank yous.

### **CYF Celebration Sunday**

- Derek led a discussion about CYF Celebration Sunday (formerly known as “Registration Sunday”), on September 8.
- Keeping the day simple, fun, interactive and informative.
- Making sure that we have an element that draws older parishoners in.
- Likely using Sweetland Hall for formal programming and the lawn/covered walkway for tables/information/interaction.
- Derek will keep in contact with Mike and Melissa about what this day means for the services (including 1:00) and will keep in contact with Jenny about the ad hoc choir performance during the formal program. He will also keep in contact with Kelly about crafts, décor and other programming.
- Derek will copy Christine on emails and reach out to committee members as needed for planning and implementation support.
- Also discussed making sure that plans were in place for the upcoming year by the time this celebration happens (i.e. family Saturdays, Sunday School) so that we can communicate to the community.
- Christine is checking with Jeremy to confirm budget usually allocated for this Sunday.

### **Loose Ends**

- Would like to make sure that CYF is a presence during the year in the Forum. Christine will send Mike and newly formed Forum Committee with speaker names as suggested by the committee.
- We talked about the importance of different ministries working together, especially how CYF can support integrating our mission with others so that children really do become a focus, including in worship.
- Multigenerational connections are so important – how do we do this effectively? Christine is bringing information to the group next time about a senior/youth program at her sister’s church. MaryAnn also mentioned some ideas about how we can mobilize grandmothers (especially those with grandchildren far afield) to help ASC parents who might need help.

*Next meeting is on Tuesday, May 21.*