

**Meeting of the Incorporated Vestry of
St. John's Episcopal Church
April 9, 2024**

Attendees: Reverend Eric Hillegas, Susan Ariail, Matt Conant, Michael Dellinger, Megan Dietz, Scott Hamilton, David Kierce, Felicia Marino, Eric Menzer, Claudia Parks, and Pete Partridge.

I. Call to Order 6:32pm **Reverend Eric Hillegas**

Opening Lectio & Prayer

II. Proclaim by Word and Example the Good News of God in Christ

a) A/V Phase II Improvements **Reverend Eric Hillegas**

Reverend Hillegas queried the Vestry on feedback they have heard regarding the new sound system from both in-person and online attendees. Comments were varied and Vestry members were encouraged to continue to provide feedback. All the new hardware for the system has been installed and our installer will return to St. John this month for additional training and adjustments.

a) Gift for Organ Repairs **Reverend Eric Hillegas**

John and Sue Schmidt, brother and sister-in-law, of deceased parishioner, Jody Appell, have donated a gift of \$75,000 to be used for organ repairs. The funds have been received. Reverend Hillegas and St. John's Organist, Rodney Barnett, met with the Schmidts to discuss how this gift will enable a new solid-state system to be installed. When this repair is complete, Rodney expects no additional repairs to be required for approximately twenty (20) years. A plaque to honor Jody Appell will be placed by the organ. A letter of thanks to the Schmidt's will be written by the Parish Office and personally signed by all Vestry members. The vendor performing the work is scheduling jobs several years in advance, however given the nature of this job they have indicated that they will likely be able to squeeze it between larger jobs and hopefully complete it within the year.

III. Seek and Serve Christ in All Persons

a) Unused Pews **Felicia Marino**

In 2022, the Vestry began discussion on the disposition of unused pews. Six (6) pews have been identified to sell. Felicia Marino and Susan Ariail continue with exploring methods of marketing for possible buyers. Previous marketing efforts included contacting church architects and interior designers. New marketing ideas include church camps, funeral homes, and Episcopal Dioceses within a 200-mile radius. Vestry members were encouraged to share ideas for potential buyers.

Eric Menzer suggested that if a worthy non-profit or church recipient is found where a donation might be appropriate, the Vestry can be asked to consider that approach because Junior Warden Brian Hershner would very much like to declutter some of our spaces.

b) Safe Church

Reverend Eric Hillegas

The Vestry is reminded to continue with online Safe Church training required for parish leadership. Tory Dunkle, Parish Office Administrator and Safe Church Administrator, should be contacted with questions. Thanks were extended to Vestry members who have completed the required training.

IV. Strive for Justice and Peace Among All People Reverend Eric Hillegas

Reverend Hillegas asked Vestry member and recent hire at the YMCA's New American Welcome Center (NAWC), Felicia Marino, to provide a brief update on the Center. Felicia indicated the Center continues to support the immigrant community and, in May, St. John's Outreach Committee will feature NAWC with a donation drive for items needed by the Center to support their work.

V. Rector's Report

Reverend Eric Hillegas

a) Financial Admin Position

At the March 2024 Vestry meeting, Reverend Hillegas advised the Vestry St. John's Financial Administrator, Cathy Sowers, submitted a letter of resignation effective July 31. Reverend Hillegas met with Cathy to review her job description, which was refined, and a copy was submitted electronically to Vestry members prior to the meeting and attached as part of these minutes. Currently, the position handles payroll functions for the Parish staff and consideration is under discussion to outsource this to a payroll service. The twenty-four (24) hour per week position will be posted in May.

Pete Partridge moved to accept the Rector's Report; seconded by Claudia Parks and unanimously approved.

VI. Senior Warden's Report

Eric Menzer

Eric Menzer reported on the Harrisburg University (HU) Urban Agriculture Project. St. John's legal counsel, parishioner Chris Vedder, has provided St. Johns' lease markups to HU's legal counsel. Eric Menzer subsequently had a discussion with HU's leadership regarding two important lease provisions – security in the short term for completion of construction, and the LOI provision regarding demolition of the building at the termination of the lease, since it is a specialty, purpose-built building that St. John's would not necessarily want to own or operate. Eric reported that HU is considering specific counterproposals to address these two concerns and the ball is in their court. Depending on those issues, we may have a lease draft for review at the May Vestry meeting, for a subsequent vote in June. If that is the case, Attorney Vedder will be asked to attend the meeting to review the document with the Vestry.

Eric Menzer presented he and Rev. Hillegas' proposed lease provisions regarding parking for the church. This document was submitted electronically to Vestry members prior to the meeting and attached as part of these minutes. Discussion followed on several provisions regarding number of spaces, specific hours, and verbiage that the parking lot would operate in good faith between the parties. With the Vestry's concurrence, Eric Menzer will send the language to Chris Vedder to be incorporated into St. Johns' proposed lease edits.

A motion was made by Matt Conant and seconded by Pete Partridge to accept the Senior Warden's Report and the motion was unanimously approved.

VII. Junior Warden's Report

Junior Warden, Brian Hershner, was unable to attend the meeting. Senior Warden, Eric Menzer, indicated that he, Father Eric, and Shawn Lauer are having an initial meeting with Klepper's Security tomorrow to see if they are interested in providing a proposal to address the fire alarm system issues..

VIII. Treasurer's Report

Matt Conant

Matt Conant briefly highlighted the financial reports submitted electronically prior to the meeting and attached as part of these minutes.

A motion was made by Pete Partridge and seconded by David Kierce to accept the Treasurer's Report and was unanimously approved.

IX. Other Business/Good of the Order

Father Eric shared a report from Parish Life Committee Chair, Kristine Potter-Klouse on the Easter Sunday luncheon. One hundred (100) meals were served to York City First Responders and homeless. Cash and in-kind donations for the meal were greater than previous years. The Vestry is appreciative to Kristine and her husband, Chad, for their leadership and dedication to St. John organizing this time-honored outreach event.

The next Vestry meeting will be held on Tuesday, May 14, beginning at 6:30 pm at St. John.

A motion to adjourn the meeting, at 7:50pm, was made by Claudia Parks and seconded by Susan Ariail. The motion was unanimously approved.

Respectfully submitted by Felicia Marino, Substitute Secretary