

**The Episcopal Parish Church of Saint Michael and All Angels**  
3233 Pacific View Drive Corona del Mar, CA, 92625

*The Rev'd Shane Scott-Hamblen, Presiding Officer*

**Minutes of the Vestry Meeting**

**15.May.2024. 5.00 pm**

**Present**

The Rev. Shane Scott-Hamblen	Membership/Growth/Diversity – Jim Headley
Building Project/Real Estate – Jill Draffin	Mission - Clyde Dodge
Christian Education – Brooke Pauley	Senior Warden – Mark Peterson
Communication/Advertise - Susan Brown	Treasurer – Stacie Tibbetts
Finance/Stewardship - Sue Ahearn	Building & Grounds - Open

**Apologies**

Building Project/Real Estate - James Mead  
Clerk/Hospitality – Colette Spence  
Finance/Stewardship – Cathy Dunlap  
Junior Warden – Julie Sheffield

1. Opening Prayer read by Shane+, opening the meeting at 5:00 pm.
2. Minutes from April 2024 Meeting were reviewed.
  - 2.1 Susan moved to accept the April 2024 minutes as presented. Clyde seconded the motion. Motion passed.
3. Reports
  - 3.1 Rector's Report
    - Music: The organ restoration is frustrating – he has asked for information and is still waiting for answers from the company. The console has been stained dark to match other trim. Waiting for contractor info and costs for other work to be done. Lukas is away. The sub who played this past Sunday will be with us for part of the summer. He works for the company restoring the organ and will ask for information from them. We are planning an orchestral mass for our patronal feast day, Sept. 29. Lukas's Austrian choir will be visiting us and will give a concert on November 2. They will also sing with our choir on November 3. We still need volunteers to host them. There will be a fundraising concert once the organ is back.
    - Father Shane will be away 24 June – 2 July and may be away June 2 as well. He is working on a substitute.

- Episcopal Signs: He has noticed signs around town. They are very faded. Can they be replaced? It was noted that in the past there were issues with the city, and we were limited to 3 signs. Susan will check on this and report back.
- Liturgical: Since his arrival, we have had 10 funerals, 13 baptisms and 2 weddings. Baptisms now outnumber funerals.
- Gas leaks: It turns out we still have gas leaks somewhere, so we still have no heat or hot water. We thought they had all been fixed but another leak was found. Susan Westrom is following up with the plumber.
- Sprinklers: Our landscaper discovered a pond on the corner. When the sidewalk was worked on, apparently our sprinkler line was cut. This has now been fixed. We are looking into having the city pay the repair cost, since their work damaged the line. We may need to file a claim but need to determine the actual cost first.
- Church issues: He has found someone who can do several small things around the church building. The first item is changing how the front doors open and lock. Fr. Shane's contact can install a regular key lock and remove the panic bars from the front door. He would also like to have hooks installed in the back hall to hang up the new cross used on Good Friday. Additionally, he would like to stain the altar and ambo to match the other wood in the sanctuary. He will get a quote before proceeding. The consensus was that his plan was fine.

### 3.2 Treasurer's Report- Stacie Tibbetts

- Financials: Stacie sent out the Finance Report before the meeting and asked if there were any questions about the report. There was a discussion about the Choir budget, which is over by quite a bit. This is due to the extra hours that Scott has been working. The consensus was to watch the budget – it may even out since the choir is off in the summer. There was also a question about our mission budget and whether it should be deleted. The answer is no, it is not a large amount, and it does good things in the community.
- Susan C. Proposal: Discussion regarding the proposal Susan Caldwell is submitting to the Diocese for Christian Education funding. The consensus was that she should move forward. She is commended for looking at ways to fund her program. The only concern expressed was that the proposal may not rise to the level of urgency of other ones that have been funded.
- Investing update: Stacie reported that it turns out that St. Michael's must have an institutional account to invest with Schwab and the minimum investment is \$250K, which we do not have available. Stacie is looking at short-term CDs with Chase or working with JP Morgan, their investment arm on Money Market strategies.
- Endowment Fund Documents: Stacie explained why we are considering these documents – we need to restart the Endowment Committee in order to transfer funds (Preschool funds, 270-004) into our existing Endowment Trust fund. Explained the difference between Permanent and General Endowment funds. Noted that Finance Commission recommends proceeding and following the procedure of two votes with a 2/3 or more majority to pass the resolutions.

- **Motion:** Stacie moved to approve the proposed Enabling Resolutions to establish the Permanent and General Endowment Funds. Clyde seconded the motion. There was extensive discussion concerning the language of the resolutions. Concern was also expressed about the vote requirement. By consensus, the motion was tabled and members of the Vestry will meet with the Endowment Committee.
- **Motion:** Jill made a motion to accept the Treasurer's Report. Sue seconded the motion. Motion passed.

#### 4. Other Reports

##### 4.1. Senior Warden Report- Mark Peterson

- Met with the Rector about parish matters.

##### 4.2 Junior Warden Report- Julie Sheffield – Away, no report

##### 4.3 Building Project/ Real Estate Report – Mark Peterson and Jill Draffin

- The Gordon School lease term commenced May 1. The space is ready for them to work on. They will be installing a new fence surrounding the playground.
- Report on tour of Jamboree Housing space: The chance of low-income housing moving quickly with them is low. Jamboree Housing proposes a design and then shops for funding, which can be unpredictable. It can take years to put together the amount needed. Jamie has requested more information and is waiting for answers.
- Brandywine is still in conversation and there is a soft proposal that seems workable. Mixed housing may be a non-starter. They are doing tours of Brandywine projects in early June.
- The committee is adding Tom Nicholson and keeping Doug Neff close for consultations
- Question arose of when to approach the Diocese again regarding land lease versus sale. They are unsure of the answer now but need a specific one.
- We are looking at a two-year time horizon. Brandywine would make an initial payment upon agreement and then once permits are approved, they would start paying monthly. The committee is looking at an escalation factor in the payments versus a fee simple. More difficult to do affordable housing – it may cost more than we can afford.

##### 4.3 Communications – Susan Brown

- Noted that she has met with Jim Headley and Norris Battin about membership growth and communications.
- Susan Caldwell would like 2 banners for Vacation Bible School. Susan B. is willing for the Communications budget to go halves on this. Stacie reminded those

present that VBS does have a carry forward from last year that could help pay the cost.

- Survey: She is beginning to draft a survey for the congregation. The questions were discussed, and suggestions were made. A question of distribution came up and the suggestion is that it be both electronic and hard copy. Names should not be requested.
- Wayne is working on the Website. Mark noted that the calendar is easy to use and helpful.

#### 4.4 Christian Education – Brooke Pauley

- She sent an email report. Her main concern this month was the grant proposal, which was discussed above.
- Vacation Bible School is coming up.
- The parish has more Godly Play stories thanks to Anne Conover's Memorial Fund.

#### 4.5 Growth and Membership – Jim Headley

- Had a meeting with Susan and Norris to discuss a communications plan. These areas overlap and will work together.
- We have determined that the website and social media are not as heavily used because of our demographic. Considering also mailing postcards quarterly with information of upcoming events. The idea is that this would supplement the website and social media, not replace them.
- Sunday greeters need to come back. Possibly will make the ushers and greeters be the same people, as this is what is happening now.
- Leave behind/Take away: Have something tangible for visitors to take away with them.
- Strategic Plan: Handed out and reviewed guidelines. Asked all the commissions to complete the form before the next Vestry meeting. The idea is for each commission to complete a plan with objectives and actions/strategies. He would also like to know the number of people on the commission. The Vestry can then complete a business plan based on the submissions received. The plan should affect both those inside the congregation and those outside that we are trying to reach.

#### 4.6 Mission – Clyde Dodge

- He shared the minutes from the Commission meeting. We collected 119 cans of soup for SOS in April. In May we are collecting pasta.
- In June the collection will be for our ESA cupboard/food pantry. He will be asking people to sign up for a particular item and keep it stocked for a whole year.
- Bus passes were discussed. We used to provide these and need to get new ones to have on hand.

- He pointed out that he is only part of the Mission group. He is trying to get things set up for the future.
- Commission activities: Corinne is focusing on the ESA cupboard. Katie and Mary were not at the meeting, so he is following up with them regarding the Alternative Gift Faire and Moms OC. Lynn Headley is continuing with UTO and will have new boxes soon. He is having Louise talk about Kiva.
- Volunteering: For anyone interested in volunteering he has information about the Volunteers Network OC. There will be a Beach Clean-up Day on September 21. Lynn is working on day projects that people can participate in if they wish.
- The next commission meeting will be in August.

#### 4.7 Stewardship Report- Cathy Dunlap/Sue Ahearn

- Pledges are on track. They expect them to drop off in the summer. An updated report was passed out.
- The QR codes are being used. Some of them are used monthly and some sporadically.
- There was a question about the large non-pledge amount we have received this year so far. Stacie will go back and look to see what she can find out. However, there are some parishioners who prefer to contribute to particular items, rather than pledge. Some people are unsure what they will be able to pledge. The idea of an open pledge was discussed – people with an open pledge give what they can.
- Sue reminded the Vestry that it would be good to update the congregation on the status of the organ project.

#### 5. Other Business

- Jim H. reminded people to get him their reports before the next Vestry meeting and to archive them to pass on to any new people coming on the Vestry next year.
- There was a discussion about the cost of the bulletins and what to do about it. For now, the consensus was that the bulletins are important but we should keep the cost in mind.
- Next Vestry Meeting is Wednesday, June 12, 2024, at 5:00 pm.

Closing Prayer said by all at 7:20 pm

**OTHER REPORTS:**

MEMORANDUM

From: Maile Jansen  
To: Finance Committee  
Date: 5/6/24  
In re: Monthly Financial Summary as of April 30, 2024

	<b>April-24</b>	<b>March-24</b>	<b>April-23</b>
Liquid Cash Assets on Hand:	\$ 727,544	\$ 744,687	\$ 755,120
Subtotal of Vestry Designated Funds:	\$ 431,307	\$ 437,318	\$ 480,149
Subtotal of Donor Designated Funds:	<u>\$ 165,798</u>	<u>\$ 165,402</u>	<u>\$ 82,598</u>
Vestry Designated/Donor Designated Funds:	\$ 597,105	\$ 602,720	\$ 562,747
<b>Spendable Cash:</b> (Liquid cash assets less designated funds)	<b>\$ 130,439</b>	<b>\$ 141,966</b>	<b>\$ 192,373</b>
2024 Income as budgeted	\$ (102,813)	\$ (102,813)	\$ (149,373)
New Pledges	\$ 6,800	\$ 6,800	
Income (Over Budget)	\$ 29,145	\$ 20,550	\$ 61,433
Expenses (Under Budget)	<u>\$ 8,043</u>	<u>\$ 8,591</u>	<u>\$ 1,527</u>
<b>Net Income:</b>	<b>\$ (58,825)</b>	<b>\$ (66,872)</b>	<b>\$ (86,414)</b>

**Christian Education Vestry Report**  
May 2024

Brooke Pauley  
Vestry Chair

Susan Caldwell  
Director of Christian Education

**Adult Christian Education**

Sunday Conversation – We are continuing with the Great Courses series Searching for the Historical Jesus, hosted by Prof. Jean-Pierre Isbouts. We are averaging over 15 attendees per session year-to-date.

Men’s Group: The Men’s Group is reading “*Montaillou – Promised Land of Error*”, by Emmanuel Le Roi Ladurie.

Inklings Meets on the third Monday of the month at 10:30am. C.S. Lewis’ famed, “*The Lion, the Witch and Wardrobe*” is being read out loud.

Bible Challenge: The Bible Challenge meets on the third Sunday of the month. The next book is a “Bold to Say” Several authors are contributing. A devotional about The Lord’s Prayer. This is a Forward Movement publication.

Tuesday Night @Mikes meets weekly on Tuesday evenings on Zoom. Celebrations of Birthdays. There was very heart felt and meaningful send off for The Reverend Barbara Stewart on Sunday, May 5<sup>th</sup>. She is moving to Northern California to be with her family.

Fr. Shane's Lectionary Study Tuesdays at 10:00am This is a hybrid event. This study meets in the Davis Library.

The next Adult Christian Education Committee Meeting is Sunday, July 14, after Worship.

### **Children, Youth and College Ministries**

The Nursery has been moved to the Red Room located in the gymnasium. Susan Caldwell and Susan Westrom worked together on this project in order to make way for the Gordon School.

Kristy Kiper, Elizabeth Henry, Marjie Blevins, Skylar Mineshima, Brooke Pauley, Jan

Cannan, Julie Sheffield and Susan Caldwell are the Godly Play Team. The last Godly Play date for this year is June 16, Father's Day. Summer Sunday School will begin Sunday July 7<sup>th</sup>.

Vacation Bible School: "Voyages of Faith" Fridays, July 19 and 26. 5:30pm-7:45pm.

Youth Group Coleman Hobson, 9<sup>th</sup> grader at CDM and Saint Michael's acolyte, will be the guest homilist for Youth Sunday. A youth harpist will be present on Mother's Day. Please welcome Naomi Gesk from Saint Elizabeth Ann Seton Catholic Church, Irvine.

High School: Massimo Arellano, a senior in high school, continues to support Saint Michael's through Community Service hours. He looks forward to graduation this spring.

Canterbury Irvine/Community Table: The Canterbury Board will meet Wednesday, May 22 at Saint Andrew's Episcopal, Irvine. Canterbury Irvine/Community Table has one more event this year, Tuesday, May 21. This is a graduation themed event.

### **Mission Committee**

Saint Michael and All Angels Episcopal Church

3233 Pacific View Drive

Corina del Mar, CA 92625

Meeting Minutes from May 7, 2024

Persons Present: Clyde Dodge, Lynn Headley, Barbara Stewart, Susan Caldwell, Corinne Stover

1. Lynn offered the opening prayer.
2. Clyde shared the agenda for this meeting, and then the minutes from the March 13th meeting. Nobody had any changes or additions to those minutes.
3. Clyde reported that he delivered the soups collected in the Little Red Wagon during the month of April to Share Our Selves in Costa Mesa. He talked about coming up with a monthly schedule with Stephanie Harrington of SOS, though his impression was that they could collect almost anything, and SOS would be happy to receive it as long as it is food. Clyde talked about doing one month for supplies for Priceless Pets, a no-kill shelter, also in Costa Mesa. Barbara suggested doing this collection in October, in connection with the celebration of St. Francis' feast day and the Blessing of the Animals.
4. Clyde proposed using the month of June to collect supplies for the food pantry of Saint Michael and All Angels. Corinne volunteered to keep the food pantry stocked. Barbara suggested asking people to sign up to bring one particular item type, and keeping it in stock throughout the year. Clyde said he would ask Mary, Beth, and Father Shane what items we should have in the food pantry. Susan suggested getting plastic bins to contain the food. Barbara pointed out that toiletries are not on the same shelf as food.
5. Mary Bailey was not present at this meeting, so there was no discussion about any future projects for Moms OC.
6. Kati Nicholson was not present at tis meeting, so there was no discussion about the Alternative Gift Fair.
7. Lynn agreed to continue in her leadership role as coordinator of United Thank Offering. The next collection will be late in October of this year. Lynn agreed to start promoting UTO now, and will get some extra boxes, including ones that can be colored, to get people started on giving thanks on a regular basis and putting money in the UTO boxes. Susan suggested making a display of ways in which UTO funds are used and having that available when the collection is taken up.

8. Clyde asked Corinne to get Louise to show someone in the group how to get on to Kiva, and also to explain how her original loan of \$100 can be transferred to Saint Michael and All Angels. Corinne agreed to ask.
9. Barbara recommends that we make people aware of the Volunteers Network OC, and encourage parishioners to look at this website for opportunities to volunteer their time assisting other churches and agencies that are involved in meeting the needs of the homeless in Orange County. No one thought we should be starting up a homeless assistance project of our own and soliciting volunteers through this network, at least not at this time.
10. Clyde will find out what day Beach Clean Up will be and will let the committee know where we could go to assist. We discussed briefly the idea of getting the youth involved in this activity. Susan wants to see how Vacation Bible School goes first.
11. We talked briefly about what Trunk or Treat is, but no firm plans were made for this event.
12. New Business: Lynn volunteered to look into day projects (in addition to Beach Clean Up) for which we might want to organize a group of volunteers from the parish to participate.
13. Barbara delivered the closing prayer.
14. The next Zoom meeting of the Mission/Outreach committee will be August 13, at 6:00 pm.