

# Vestry Minutes of St. Paul's Episcopal Church in Marquette, Michigan

May 16, 2021

**Present:** Kris Mowafy, Lynn Domina, Jan Edwards, Cathy Cole, and Sandra Jones

**Absent:** Marna Franson and Janeen Rastall      **Guests:** None

This meeting was held online through Zoom due to ongoing precautions during the Covid pandemic. The meeting opened with a reading from Acts for the feast of the Ascension. Sandra Jones had a correction to the minutes. The minutes were approved with her correction.

**Interview and replacement of Kathy Binoniemi's position:** Lynn Domina, Karan Hendricks and Marna Franson interviewed Sierra Larson. She was the only applicant. They proposed that she be hired at \$15 per hour up to 20 hours a week with a 90-day probationary period. After 90 days, she would have a performance evaluation by Marna Franson and another Vestry member. From that point on, she would have annual performance evaluations. Her duties will be primarily office administration and some bookkeeping. Lynn Domina read an email from the Finance Committee about the position. The Finance Committee states that Sierra can be hired at the part time rate and that there will be remaining savings to pay for the cleaning of the building. This will not have a negative effect on the budget. Sierra has indicated a desire to work only in the morning. Lynn Domina suggested that we will need to find a solution to cleaning the church soon. Kris Mowafy moved that Sierra Larson be hired at \$12,200 for the year to do administrative, minimal bookkeeping and hospitality tasks. Jan Edwards seconded the motion. The motion was approved. Lynn Domina mentioned the need find someone to do minor repairs to relieve the Junior Warden duties. A job description is needed for the sexton position. The sexton would be responsible for cleaning, minor repairs and yard work during the Spring, Summer and Fall. Lynn Domina will create a draft of the job description. By the June meeting, the job could be posted. There was a discussion of the state of the downstairs. Jan Edwards indicated it needs a good cleaning and there was another month of work on the library books.

In June, the Vestry will discuss use of the building and how to ensure building security while making the building more hospitable. Members are encouraged to think about protocols and in advance of the next meeting.

**Junior Warden's report:** The mold removal company, SCI, came in and completed their work in one day. They reported that the carpet was not wet and there are no signs of obvious mold on the walls. There is some carpet on the outer edges of the bookcases that will need to be trimmed. Jan Edwards suggests that the Vestry view the floor and make a decision about whether to sand and paint the floor or put down flooring. There was a discussion of installing flooring with area rugs and asking Linc Frazier's opinion about solutions. It was decided that the Vestry would go down to the library as a group after Sunday service.

When Jan Edwards was raking, she noticed that some of the flashing was missing. Linc Frazier and Dan Carpenter are working on solutions for covering the building. Cathy Cole mentioned that Fred Cole noticed that the gutters need to be put back up. Jan Edwards will follow up with the Building Committee about the gutters and the key to the shed.

**New Business:** Cathy Cole asked if the Dance Group is charging individuals for their lessons. Lynn Domina suggested that in next month's meeting on building use protocols some of the considerations should be: procedures and policies about what groups/individuals can use the building and what contributions are expected and if there needs to be a sliding scale. Some consideration should be given to which groups get paid for church events/services such as the dancers or drummers.

The Vestry agreed to meet in person for the June meeting. Other topics of discussion should be sent to Lynn Domina to have them scheduled into future Vestry meetings.