

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

June 20, 2021

Present: Cathy Cole, Lynn Domina, Jan Edwards, Marna Franson, Sandra Jones, Kris Mowafy, and Janeen Rastall

Absent: None **Guests:** Dan Carpenter, Fred Cole, Marcia Franz, Linc Frazier, Pat Micklow, Bob Railey, Geoff Smith

Building EFIS – Linc Frazier found someone who can give an estimate on patching the holes in the EFIS. The estimate would be for patching but not painting. Linc will negotiate with the EFIS repair person on the cost. The Vestry agreed to having the estimate done. Linc recommends replacing the EFIS around the bottom with masonry at a later date.

Gutters – Fred Cole said he found the gutters behind the shed but they are broken and unusable.

Marna Franson led the group in a prayer. The May minutes and June agenda were approved.

Sexton position, church cleaning, Administrator/Bookkeeping Position – Sierra Larson has been hired for the Administrator/Bookkeeping position at St. Paul's. Members of the Finance Committee were invited to the Vestry meeting to discuss the sexton position/cleaning of the church and Sierra's inquiry about obtaining additional hours doing cleaning. The Finance Committee discussed the budget changes with Kathy Binoniemi's departure, adding Sierra to the payroll and hiring a cleaning service. They recommended getting an estimate from SCI, a cleaning service. Pat Micklow and Geoff Smith talked about the importance of Sierra's bookkeeping tasks, her training with Karan Hendricks, the new accounting software and transition to a new bookkeeping methodology. Marna Franson discussed Sierra's job description. She is having Sierra keep a journal of her daily tasks. Marna believes that the parish administrator/bookkeeper job can be kept to between 20-25 hours per week. There was a discussion about whether the sexton position could include minor repair work. Linc Frazier said that he could recommend handyman for various small repair jobs as needed. A discussion of the two jobs: parish administrator and sexton continued after the guests left the meeting. The advantages of having a cleaning service with a one-time deep clean were considered. It was approved that the administrative/bookkeeping position remain as written in the job description and a written agreement be sent to Sierra. Jane Cislucyis was contacted and confirmed that lay employees working 1,000 hours or more receive pensions. The agreement with Sierra will be for 5 days a week 5 hours a day for \$15/hour and this position will include a pension. It was approved that an estimate be obtained for a thorough cleaning of the building and an additional estimate on regular cleaning from cleaning service companies. The deep clean would be of the 1st floor, the kitchen, bathrooms, and the great room. Estimates will be received from Kris Mowafy's daughter's cleaning service and possibly other services.

Junior Warden report. Jan will get an estimate from Linc Frazier on removing the EFIS and talk to him about flooring options in the library. She brought up the problem with the gutters. They have to be taken down every winter due to the ice buildup. Jan will contact the Building Committee about the possibility of other solutions instead of gutters and about the window which has stucco peeling inside the church. Jeff Hendricks is still doing the mowing.

Building Use Policy. There was a discussion of different ideas for the building use policy including a rental scale for profit and nonprofit groups. The goal is to develop a Building Use Agreement that is both legally and theologically sound. Lynn Domina and Kathy Cole volunteered to work on the agreement. Sandra Jones said she would review the draft document. The goal is to have a draft by the August Vestry meeting. There was a discussion of how to find a balance in the use of the building. It was decided that we need to find out how other

churches in the greater church community and in Marquette answer these questions and what the needs of the community are that we can fill.

The Vestry approved the Queen City Ballet building use agreement with minor changes to include designating the recipient of the key, the placement of the barres when other groups have scheduled the chapel and the addition of a clause to end the agreement if necessary. Information about cleaning the chapel will be provided to the ballet group.

The Vestry approved a notice in the Mining Journal's Faith Community insert.

The July meeting of the Vestry will be at Lynn and Sandra's house. The meeting will focus the DNA of St. Paul's and how to make St. Paul's more welcoming to the community.

Marna Franson closed the meeting with a prayer.