

**[Approved] Minutes of the Regular Vestry Meeting**  
**Tuesday March 24, 2020**  
**Trinity Episcopal Church – Mobile, AL**

The Regular Meeting of the Vestry was held virtually via GoToMeeting on March 24, 2020. Voting Members present were Marie Lacy, Mary Stewart Stephens, Anna Lisa Tessier, Mike Cadden, Bob Howard, Daphne Marcum, Allison Castle, Jill Creel, Chris Gill, and Kate Flukinger; also in attendance were the Very Rev. Johnny Cook and Deacon Terry Goff and Brother Jacob Luke. Jameson White and Carolyn Watts-Smith were not in attendance.

Deacon Terry opened the meeting in prayer and, after reviewing the Minutes of the Regular Meeting held on February 18, 2020, asked that the minutes reflect that the late Mary Geisler served at St. John's Mobile and not St. John's Pascagoula. Jill Creel moved to approve the Minutes of the Regular Meeting as corrected, the motion was seconded by Chris Gill, and the corrected Minutes of the Regular Meeting were approved by unanimous vote.

Finance Report – Martha Jones via Chris Gill

- Finances are currently running a little behind. Pledge payments were down in January and the adopted budget did not account for hiring the interim rector so quickly. The finance committee will look at several methods of addressing the shortage and asks the vestry whether the committee should rework the current budget or identify areas of budget that could be adjusted throughout the year, such as line item for supply priests. It was agreed that ad hoc adjustments to the budget would suffice for the immediate future.
- A discussion clarifying where exactly Fr. Johnny's compensation is coming from ensued. Members are cautioned to remember that categories of compensation that are not currently being fulfilled with interim rector (e.g. insurance and retirement) will come back into play during transition to full-time rector.
- We are experiencing a cash flow shortage of \$775 because January pledges were behind. The finance committee has recommended to draw \$1,000 from our line of credit to cover monthly expenses and payroll. Motion passed unanimously.

- A discussion regarding the impact of the virus on the congregation's ability to continue pledging ensued, including the church's ability to access more debt and the current standing of the endowment fund.
  - o Stressed importance of and various ways to encourage continued giving while the church campus is closed, while being sensitive to the fact that situations of many families may have changed drastically over the past few weeks.
  - o The phone tree was highlighted as a good tool to keep people connected to the church and communicate ways to stay involved during the duration of stay-at-home order.
  - o Improved online giving (such as Venmo) and more streamlined automatic withdrawal could make it easier for parishioners to continue giving. Allison Castle to look into setting up a Venmo account and fees involved with accepting credit card payments online. There are also diocesan resources to help support online payments.
  - o Several parishioners may be willing to advance a portion of their pledge during this time. Names of those who might be willing and able should be directed to the Sr. Warden.
- Parish phone tree was discussed more in depth, including use of parish directory, and Fr. Johnny offered thanks for creation of this tool to continue fellowship during a time of separation.

#### Property Report: Mike Cadden

- Property Committee is currently getting estimates for improving wheelchair accessibility; three options are being considered and will be presented soon.
- Exterior lights are being reinstalled to the correct position. Assuming original price for this project as no updated estimate was supplied.
- Tom Langley was provided with \$150 to purchase paint and other supplies for improvement projects on west side of sanctuary.
- Garden has been planted and is looking great!

#### Christian Ed: Anne Gill via Bob Howard

- Anne has provided some great instructions for creating an at-home atrium.

With no further business, the meeting was adjourned in prayer.

**Meeting Addendum: Payroll Protection Program Loan**

*On April 6, 2020, a motion was made via email to apply to TrustMark Bank for a Payroll Protection Loan in the amount of \$44,876.20. This application was made possible due to a Covid-19 relief package passed by Congress and approved by the President on March 27<sup>th</sup>. The motion was passed by unanimous vote and, as of April 15<sup>th</sup>, the loan application was approved.*

Respectfully submitted,

Kate Flukinger, Clerk

Resolution: The survey for rectors, etc., letter from Bishop all submitted and approved by the Bishop. The survey was tested and worked. This work has been placed on hold until the COVID-19 crisis is resolved.

Court Appointed Advocates for seniors: This work is also cancelled until the COVID-19 crisis is resolved. The representative has been laid off due to the epidemic. I have a new contact person to call when meetings can be scheduled again.

Kairos Outside: Also cancelled and not rescheduled at this time.

Royal Closet: Cancelled.

Children's Stations of the Cross: Kate and I did have good attendance the two Wednesdays we met with the children—10 in attendance. Kate took Cora and Sadie to a separate area to discuss what they were hearing and seeing. The older children and I discussed likes and differences and used a pictorial book with maps to trace Jesus steps during the trial. Natalie Hill lead stations the second week.

FINANCE COMMITTEE REPORT TO THE CLERGY, WARDENS AND VESTRY  
TRINITY PARISH, MOBILE, AL  
MARCH 2020

The Committee met on Thursday, March 19<sup>th</sup>, via a telephone conference call. This was a regular monthly meeting, but primarily addressed the shortfall of income in the first 60 days of the fiscal year. The committee also discussed 1) certain current expenses; 2) future expenses; and 3) line items in the budget where we might find avenues to increase cash flow.

Recommendations

1. Constant reminders to the pledging membership about keeping up payments especially in light of the temporary shut down of services;
2. Use of the \$15,000 budgeted for Capital Expenses, and intentionally delaying some of the needs of this line item;
3. Use of the Endowment or Line of Credit if absolutely necessary. \$15,000 is already budgeted from the Endowment Fund for operating expense, but the budget finance committee was hopeful that even that money would not have to be used.
4. Use of the Odom designated fund. This was a gift of Janelle Odom following Lewis's death, and probably could be used, with Mrs. Odom's permission, to pay expenses. The only caveat of the gift, as far as we know, was that any expenditure be preapproved. The balance in the fund is \$17,700.

Respectfully submitted,

Your Finance Committee  
Pat Rogers, Chair  
Martha Jones, Treasurer  
Chris Gill  
Michel Nicrosi

VESTRY REPORT FOR CATECHESIS OF THE GOOD SHEPHERD  
TUESDAY, MARCH 24 2020

Catechesis of the Good Shepherd continued up until our required shut down on Sunday, March 22. Numbers continued to fluctuate, but as we began the journey into Lent together, we were accompanied by a faithful group. I included in the last parish announcements a letter to our parents with ideas for spiritual formation at home. In this time, it is a good reminder to all that parents are the first and foremost influencer of faith. I hope that the church can continue to support our parents in this work. I have included this letter and attachments in my report to you.

When we do return, Elizabeth and I would like to offer the Liturgy of Light for our CGS children and all of the parish. We would like to do this in the church following the 9:00 am service on a day to be announced. I will coordinate a date with Father Johnny when it becomes apparent that church services will be open. Traditionally, we close the Sunday school year for our children/youth the Sunday before Memorial Day (May 18 this year).

Faithfully submitted,

Anne Gill

Dear Parents,

These are strange times that we are living in. Your children are at home for weeks, and many of you are working from home too. Church doors are closed and the atrium will not be full of sweet voices each Sunday morning.

You may be wondering how to encourage your child's spiritual formation while we are not worshipping together. Our leadership will address corporate worship soon, but I have put together some resources for parents to consider.



1. Set up a prayer table at home. Find a quiet place to set up a small table with a candle, Bible, religious picture, and/or prayer card with a short phrase (Peace or Silence). Learn more about setting up prayer tables [here](#).
2. Read short passages of scripture together. In the atrium, the catechist reads short passages from the Bible and asks very simple, open ended questions such as "What did you hear?" or "What is God telling us?" Resist the urge to answer the questions. It is best to let the questions linger in their mind. They will continue to ponder the mysteries and there are no right or wrong responses. Some typical Lenten readings in our atrium include:
  - The Good Shepherd: John 10:3b-5, 10b-11, 14-16
  - The Found Sheep: Luke 15:4-6
  - Psalm 23:1-4
  - The Last Supper: Luke 22:7-13, Mark 14:17, 22-24, 26
3. For the older child, a favorite Lenten study is looking at the way the different gospels tell the story of Jesus' last week. Attached is a scripture chart on where to find each corresponding story. Read one passion narrative from each gospel and have your child compare and contrast how each author presents the story.
4. Pull out your Book of Common Prayer and pray Compline together each night before bed. It's quite short and a nice way to end the day together! If you don't have a BCP at home, it can be found online [here](#).

Several weeks ago, on the last Sunday after Epiphany, your children created an 'alleluia' card. All of the children drew their own interpretation of the word 'alleluia'. Once finished, they hid the paper somewhere in the atrium. Even I do not know where. But it is there...waiting our rediscovery when all of this passes. Elizabeth and I look forward to proclaiming 'Alleluia' with your children soon.

Peace be with you in these turbulent times. Do not hesitate to reach out if you need anything!

Anne

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## The Passion, Death & Resurrection of Jesus

	Matthew	Mark	Luke	John
The Messiah Enters Jerusalem	21:1-11	11:1-11	19:28-40	12:12-19
The Last Supper	26:17-35	14:12-31	22:7-34	13:1-38
The Agony in the Garden	26:36-46	14:32-42	22:39-46	
Jesus is Arrested	26:46-56	14:42-52	22:47-53	18:1-12
Jesus Before Caiaphas	26:57-75	14:53-72	22:54-71	18:12-27
Jesus Before Pilate: The First Time	27:11-14	15:1-5	23:1-7	18:28-38
Jesus Before Herod			23:8-12	
Jesus Before Pilate: The Second Time	27:15-31	15:6-20	23:13-25	18:39-40 19:1-16
The Crucifixion	27:32-66	15:20-47	23:26-56	19:17-42
The Resurrection	28:1-8	16:1-8	24:1-12	20:1-10

VESTRY REPORT FOR SEARCH COMMITTEE  
TUESDAY, MARCH 24, 2020

The Search Committee consists of: Anne Gill (chair), Laurent Cadden, Julie Castle, Bradley English, Steve Flukinger, Nathan Poole, Pat Rodgers, and Rita Treutel. We have been busy at work preparing to advertise the position for a Rector.

Our first meeting consisted of an overview of the search process since most were new to the idea. We were joined by Eddie Webster, a volunteer, lay consultant with the diocese who will be guiding us in the process. Eddie has already proven to be a valuable resource!

At the next meeting, we began the process of writing our parish profile. We began with the 2008 profile and edited it significantly. The wording of the document is mostly complete. We will need to add survey results and then make it into an attractive magazine-like document.

We also began work on the parish survey. We are in the editing stage of the survey. We are close to having this survey ready to send out to the parish and feel like the time is ripe since we have a (literally) captive audience. We will have Brother Jacob email a link to the parishioners who are online. Others will receive via US mail. I do not have send out dates and return deadlines yet, but will make you aware when we do.

The committee was also hoping to schedule a parish-wide meeting. It was originally scheduled for Palm Sunday, but of course will have to be delayed. This meeting will be a time for small table discussions facilitated by a search committee member. Specific questions regarding the parish's opinions in our search will be asked and notes will be taken. I will be in touch with Father Johnny when services are again open to schedule the meeting.

Please do not hesitate to reach out to me if you have any questions.

Faithfully submitted,

Anne Gill  
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Motion to apply for Payroll Protection Loan  
April 6, 2020

Dear Members of the Vestry,

As you may have heard, part of the Covid-19 relief package passed by the U S Congress and signed by the President on March 27th consisted of an enhanced SBA loan program for small business , INCLUDING NON-PROFITS like Trinity, to ensure that jobs were maintained over the course of the next 8 weeks. As part of that relief, all or a portion of the loan will be forgiven if no jobs at the place of business are terminated.

Chris Gill and Mike Cadden endorsed submission by Trinity of an application for a loan under this program. Michel Nicrosi, former Treasurer of the Parish also endorsed this plan, as did Dwight Babcock, Administrator of the Dioceses of the Central Gulf Coast.

Accordingly, I requested that Kathie Wall assemble the relevant documentation to support the application. Since time was of the essence, I completed and submitted a Loan Application this afternoon through TrustMark Bank for a Payroll Protection Loan in the amount of \$44,876.20.

The loan provisions are:

The loan amounts will be forgiven as long as:

- The loan proceeds are used to cover payroll costs, and most mortgage interest, rent, and utility costs over the 8 week period after the loan is made; and
- Employee and compensation levels are maintained.

How much of my loan will be forgiven? You will owe money when your loan is due if you use the loan amount for anything other than payroll costs, mortgage interest, rent, and utilities payments over the 8 weeks after getting the loan. Due to likely high subscription, it is anticipated that not more than 25% of the forgiven amount may be for non-payroll costs.

You will also owe money if you do not maintain your staff and payroll.

- Number of Staff: Your loan forgiveness will be reduced if you decrease your full-time employee headcount.
- Level of Payroll: Your loan forgiveness will also be reduced if you decrease salaries and wages by more than 25% for any employee that made less than \$100,000 annualized in 2019.
- Re-Hiring: You have until June 30, 2020 to restore your full-time employment and salary levels for any changes made between February 15, 2020 and April 26, 2020

What is my interest rate? 1.00% fixed rate.

When do I need to start paying interest on my loan? All payments are deferred for 6 months; however, interest will continue to accrue over this period.

When is my loan due? In 2 years.

Can I pay my loan earlier than 2 years? Yes. There are no prepayment penalties or

fees.

Do I need to pledge any collateral for these loans? No. No collateral is required.

You will find the loan application attached -- it's a 76 page form with all the documentation. Fell free to read the form and ask any questions you may have.

I hereby make a Motion that the Vestry approve this loan request for use to insure that the church will continue to operate in the face of the social and economic dislocation caused by the current Corona Virus Pandemic.

The earlier endorsements by Chris Gill and Mike Cadden are counted as seconds to the Motion. Please vote Yea or Nay by response to this e-mail.

The Peace of the Lord be with us all

Bob Howard