



June 14, 2020

EPISCOPAL CHURCH of the ATONEMENT - VESTRY MEETING MINUTES	
Time:	Sunday, June 14, 2020, 1:02 - 2:41pm
Location:	Home: Video Conference
Present:	Mtr. Erika Takacs (Rector); Margaret Sullivan (Sr. Warden); Greg Bradley (Jr. Warden); David Beil; Steven Britt; Will Cronenwett; Marian DeBerry; Aron Dunlap; Bill Hancox Barbara Newman; Daniel Polley; Michael Trumbold (Treasurer); Jim Hawkes (Clerk)
Absent:	
Guests:	
Next Meeting:	Sunday, July 12, 2020, 1:00 pm - Home: Video Conference

Margaret Sullivan (Sr. Warden) called meeting to order at 1:02 pm, followed with opening prayer led by Mother Erika.

1. Check-in: Margaret introduced and briefly reviewed the files provided to the Vestry in advance of the meeting; she explained that two simply incorporated updates from previous emails. After reviewing the agenda for today, Margaret led the monthly check-in by asking everyone what was keeping them happy during this time. It was obvious a sense of relief has started to come about with the gradual relieving of restrictions.
2. Review of May Vestry Meetings Minutes: Margaret called for any questions on the Minutes. **Motion** made to approve Minutes of May 9, 2020. **Seconded**. Absent of objections, **Motion passed**.
3. Reports: The following were submitted: the Rector's Report – Mother Erika (brief highlights below); Outreach Quarterly Meeting; and updates on the Church by-laws - all on file. Also documents submitted included the Parochial Report; Guiding Declaration & Values / Reentry Plan for Atonement; and Diocesan Check List / Annotated. Margaret asked if any questions on reports, followed by moving on to the Rector's Report.
4. Rector's Report: Mother Erika expressed her thanks to all the individuals that have helped keep the church interactive during this "stay-home" period. Also, called out a few items for attention, prayer, and/or presence:
 1. continue to reach out to those on call lists (who most needs support; those with ideas on Atonement's reentry process);
 2. Fill out parish survey on reentry and encourage others to do the same;
 3. Give to parish financially, and encourage others to do the same;
 4. Listen for ways that Atonement might be able to support our neighborhood (are needs being met and let us know);
 - and 5. Keep praying.

1:17 pm

Mtr. Erika also gave an update on the church ceiling fan – after its fall a couple of months ago and the shut down due to the pandemic, repairs have needed to wait until the space reopened; however, as these restrictions are being lifted, work is underway to get the fan replaced and also check on the security of the other ceiling fans, as well - safety being first, before reopening the church.

5. Action / Decision / Discussion Items:
 - a. Church Re-entry: Mother Erika reviewed the check list handed out to the Vestry for re-entering of the church post-pandemic. Main points discussed included the following: 1. Preparing / Cleaning / Disinfecting; 2. Common Spaces & Furnishings; 3. Supplies and Equipment Needed; 4. Member / Visitor Awareness & Communication; and 5. Worship Services, each category of which contains a different set of components based on what Phase the State is in (1-5), and each Phase of which have different Stages. For instance, Atonement is preparing for Phase 3, Stage 1, which has a certain level of preparedness and set of parameters to follow. The guidelines for Atonement will be prepared for each of these transitions as it progresses from one Stage to the next, as well as each Phase change in cooperation with both state mandates and guidelines set forth by the Chicago Diocese. These guidelines will be made available for parishioner viewing at the earliest possible date. As an example, for Phase 3, Stage 1, Atonement has already made initial preparations for cleaning / disinfecting protocols, such as cleaning of chairs and general



areas of the Chancel. This is in preparation for the first stage, during which Atonement will conduct mass in the church with a single officiate and without the congregation – this will be for filming and online viewing of mass. When Atonement moves to Phase 3, Stage 2, there will be required cleaning of pews and other expanded areas to which additional people may have contact. Non-essential items, such as pamphlets, hymnals, etc. have already been removed from the church and put in storage, until further notice, to reduce required amount of time for sanitizing efforts. Each of these Phases / Stages have been mapped out in detail. Input from parishioners has been extremely valuable, based on their responses to the survey form put out on the e-blast (over 130, so far) to get ideas on what they would like to see. Thanks go to Gerardo and volunteers that have helped with initial stages, thus far. Daniel and Mtr. Jackie have also been helpful in moving this process forward. Additional details were discussed, such as side chapels will be closed off for the time being with limited access to the columbarium due to poor air circulation (by special request only, for now); hand sanitizer stations have been ordered, masks to be available, waste baskets with foot pedal operation to be in place. Member / Visitor Awareness: juxtaposition detail for later, but as an example, only one in the Sacristy or restroom at a time. Other procedures to be posted and TBD. Online services to continue – looking into better wireless, etc.; Executive Committee will be looking more at this in terms of the building for streaming live without guests and just a few attendants. Atonement will start with celebrant only, no passing of peace, no passing the plate (collection bowl at entrance); recommendations for baptisms, funerals, weddings to come from the Bishop.

- 1:57 pm
- b. Parochial Report: Margaret and Mike addressed – ASA (Average Sunday Attendance) showed a slight decrease (normal at beginning of year). Overall, the numbers are similar to previous reports from the last five years. This report needed Vestry approval for forwarding to the Diocese as stands. **Motion** made to forward Parochial Report to the Diocese. **Seconded**. Absent of objections, **Motion passed**.
 - c. Vestry Replacement: Margaret addressed – After the recent e-blast announcing the resignation of a Vestry member and the need for a replacement, a couple of volunteers came forward. Other names came forward during the meeting as well, such that additional bio-information will be put together for Vestry members to review selection before the next Vestry meeting so that a decision can be reached.
 - d. Endowment Members: Margaret – Since Endowment Committee members need to be appointed by the Vestry, the name Richard Bensen was put forward as a suggested candidate. Vestry approved of this candidate, so will be asked to join the committee.
 - e. Sunday School: Mtr. Erika mentioned that since Carolyn Fisher is retiring, we will need someone to head up the Sunday School program; however, since we are still a long way away from reopening the church, it was decided that this issue could wait until July's meeting.

6. Old Business:

- a. Endowment Policy: Margaret - As a follow up on Peg's request to submit any questions from the Vestry on the Endowment Policy draft from last month's meeting, Margaret inserted comments / suggestions into the original document for members to review and add any additional ones by next month's July meeting.
- b. Filling Positions:
 - 2:35 pm
 - i. Treasurer - Finance Guild discussion earlier surrounding creating two positions – Treasurer and Assistant Treasurer and creating a job description for both; this would allow for training time in the event that one would step down - still TBD, but needs to move forward before July's meeting review. May not need to pay a data entry person, since it is any easy task.
 - ii. Adult Formation - Sophia is stepping down, so Atonement will need to be looking for someone to fill in.
 - iii. Sunday School - previously discussed.
- c. Declaration and Values - Erika addressed - Documents reviewed and amended as suggested by the last Vestry meeting. She commented on working with a body of council to help dealing with sensitive issues



such as race and diversity, and how to engage with this work. Also mentioned Maurice Charles needing a home church and perhaps at Atonement – would be an associate priest.

7. Treasurer's Report: Mike Trumbold presented - As a follow-up to looking for positions, he mentioned the need for a head counter at Atonement, following a recent resignation. Mike reviewed May's statements of financial position and activity. No new news, but there was a positive upswing in the market which gave Atonement a punch from interest earned, along with the PPP income (to be used within 56 days for payroll and utilities, and if 75% is used for payroll, a payback will not be required). Although collection plate offerings are negligible, for the most part these losses were offset by an increase in Vanco (online) income, resulting in an overall balance that is OK – even better than budgeted. Parking income is behind – Mtr. Erika to follow-up. Also, all the monthly bills were paid. **Motion** made to receive the May 2020 Treasurer's Report (on file). **Seconded. Motion passed.**

Erika mentioned a possible opportunity if anyone was using Amazon Prime; that company is offering a donation to a not for profit organization, charity of your choice – although a pretty small percentage of purchases, it could be a possible way to help supplement the church's income.

8. Dates for Calendar: Margaret – Next month's Vestry Meeting scheduled for Sunday, July 12, 2020, 1:00 from home video conferencing.

Closing Prayer: Mother Erika led the closing prayer; meeting adjourned 2:41pm.

Respectfully submitted,

Jim Hawkes
Clerk of the Vestry