

# MEETING OF THE VESTRY OF TRINITY CATHEDRAL PARISH

## Vestry Minutes for May 27, 2021

### Vestry (Names marked with an asterisk were present):

Michael Beal	*Jonathan Milling
*Maryanne Belser, Clerk	*Clarke Newton
*Ward Briggs	*Kenzie Newton
*Missy Caughman	*Virginia Ravenel
*Gus Chapman, Junior Warden	*Tim Owens
*Elizabeth Dorn	*Jessica Shand
*Scotty Frantz	*Llewellyn Shealy, Senior Warden
*Ann Gluse	*Wade Stinnette, Senior Warden Emeritus
*Hayne Hodges III	*Stephen West, Finance Chair
*Marian Hornsby	*Doak Wolfe

### Invited Representatives:

*Dan Fritze, Chancellor	Lynn Evans, Daughters of the Holy Cross
*Pamela Lackey, Trinity Foundation	Liz Summers, Treasurer
*Eleanor Whitehead, Still Hopes	*Anne Miller, Mission & Outreach, Guest

### Staff:

*The Very Rev. Dean Dane Boston	*Donald Benson, Canon for Administration -
*The Rev. Canon Dorian Del Priore	Jessica Umbach, Director of Communications
The Rev. Canon Patsy Malanuk	

### Minutes:

**I.** Call to Order / Opening Prayer D. Boston

Dean Boston called the meeting to order at 6:03pm.

**II.** Bible Study D. Boston

Dean Boston led the Vestry in a devotion and overview of liturgical resources and history of the Book of Common Prayer.

### **III (A). Dispatch of Business**

#### **A. Motion to Amend Agenda**

A motion was made by Dean Boston to amend the agenda to bring New Business to the front of the meeting and was seconded and approved..

### **IV. New Business**

Dorian Del Priore was called on by Dean Boston to introduce Anne Miller, including her background with community leadership on the Committee of Mission and Outreach at Trinity Cathedral. Ms. Miller presented a letter of intention from the Mission and Outreach committee to begin the process of assessing the current status of the committee and the future opportunities. The evaluation process will review community needs in the 15 independent organizations Trinity currently serves and/or looking at additional or streamlined opportunities. Missy Caughman discussed a desire to address where youth may participate and to be aware of duplication of effort. Dorian Del Priore noted that conversations on strategic visioning and engaging in this process will optimize this area of ministry for the next step of strategic visioning. Ward Briggs commented on how to assess where we are in the community outside of anecdotal evidence. Maryanne Belser commented that a comprehensive review should also include investigating if we are stretching ourselves as a congregation and if there is an opportunity that focusing efforts may bring in terms of quantifiable impact on the organizations and community we serve. The Mission and Outreach committee asked for the Vestry support in endorsing this process and have committed to returning to the Vestry in September with an update on the questions the committee will ask of itself. Dane Boston presented the request presented before the Vestry, with Virginia Ravenel endorsing and seconded by Llewellyn Shealy. All in favor. No opposition.

### **III (B). Dispatch of Business Approval of Minutes of April Meeting**

D. Boston

#### **A. Approval of Minutes of April Meeting**

Llewellyn Shealy mentioned minute packets will now include all reports for posting - a motion to adopt minutes was made by Doak Wolfe and Ward Briggs provided the second. No objections or abstentions.

#### **B. Senior Warden's Report**

L. Shealy

Llewellyn Shealy updated Vestry on the June 6th Vestry Stewardship Workshop. Zoom meetings will continue, but face to face discussion will be needed to create a leadership statement regarding stewardship. Additionally, Shealy addressed that Vestry liaison assignments will naturally evolve as leadership structures change and that she is available to clarify and facilitate discussions regarding these changes.

C. Dean's Report

D. Boston

Dean Boston reflected on the new Summer schedule that begins this coming Sunday. This will be an important period to gather and grow. As it becomes possible to all be together and at capacity, then we will regroup and gather strength for Fall. New daily services come into the schedule starting Tuesday. Morning Prayer will be live-streamed and in person. One of the real challenges of a full schedule would be the fact that Trinity is currently served with a very small team. Dean Boston informed the Vestry that he is nearing a hiring decision for Canon Pastor with focus on pastoral care relationships within the church. Dean Boston continues to make the Director of Youth Ministries and Support Staff needs evaluation, a priority.

Finally, Trinity will continue with an intentionally limited summer schedule as we enter into Fall. June and July, the Dean will be offering a study of the Gospel Windows through Zoom and in-person.

E. Finance & Treasurer's Report

S. West

Stephen West prepared a financial report with the Treasurer for submission to the record. No questions were posed.

**IV. Old Business**

A. Committee Reports

Reports were submitted by Liturgy & Music, Membership/Newcomers/Volunteers, TLC and Still Hopes. Please see attached committee reports. Discussion continued regarding the communication of volunteer opportunities and talent evaluations may be an important step in "reopening" of full schedules at the Cathedral.

**VI. Closing Prayer**

D. Boston

Motion to adjourn was made by Steven West with a second to conclude the meeting at 7:02. Dean Boston closed with a prayer and adjourned the meeting at 6:59pm.

**Important Dates for June:**

<b>6</b>	<b>Vestry Stewardship Workshop</b>
<b>8</b>	<b>Stewardship Committee, 5:30 Stirling Room</b>
<b>17</b>	<b>Executive Committee, 4:15pm Admin Staff Lounge</b>
<b>17</b>	<b>Finance Committee, 5:30pm Admin Conference Room</b>
<b>21</b>	<b>TLC Board Meeting, 4:30pm Admin Conference Room</b>
<b>24</b>	<b>Vestry Meeting, 6:00pm Stirling Room</b>

May 27, 2021

To the Vestry of Trinity Cathedral Parish:

The Mission and Outreach Committee has been engaged in a series of bi-weekly meetings to discern and define the direction of this committee and its ministries. COVID-19 not only has revealed to us the need for renewal in Trinity's outreach but also has given us the opportunity to begin responding. This work of Mission and Outreach is central to the Gospel and to the mission of the church.

We seek the Vestry's formal endorsement and support of our research, study, prayer, and discernment as outlined below; and we invite the Vestry to be a partner in our conversation as we undertake the following.

**I. Review Trinity's mission and outreach program, addressing these questions:**

- A. What is Trinity's financial commitment to mission and outreach?
- B. Where is the congregation active and engaged?
- C. What are new ministry opportunities?
- D. How have our existing ministries and relationships evolved?
- E. How should the Trinity Center be utilized for mission and outreach activities?
- F. What is the best organizational structure to support the effectiveness of mission and outreach at Trinity?
- G. Where is God calling us to focus our efforts?

**II. Deliver recommendations to the Vestry for development of strategy, mission, measurement and guidelines for Trinity's outreach and mission work.**

The Mission and Outreach Committee requests that the representatives return to the September Vestry meeting to report the committee's findings and recommendations. Mission and Outreach are key outward expressions of Trinity's commitment to God's work in the world. It is proclaimed often in scripture, from the Torah and prophets through the teachings of Jesus, specifically in Matthew 25: We are to serve the least among us.

Thank you for time on your agenda, for your consideration of our requests and for your commitment and dedication to Trinity's life and well-being in all areas.

The Mission and Outreach Committee

Members:

Anne Miller, Chair

Mahalie Davies

Betty Greggory

Bill Matthews

Rusty Miller

Valerie Moore

David Pable

Eleanor Whitehead

Dorian Del Priore, Clergy Liaison

Virginia Ravenel, Vestry Liaison

# **Trinity Cathedral Vestry Committee Report**

## **Newcomers**

**Committee: Committee Members / Attendees:** Scotty Frantz and Susan Johnston

### **Committee Purpose and Charge for 2021**

Identify people who are interested in joining our church.

Identify ways to make them feel welcome and share all the opportunities and resources the church has to offer.

### **Committee Work**

Ideas that are being worked on are:

- a. A series of classes would be highly recommended for newcomers. Each class would be presented by a church leader who would give an oversight of an area of Trinity. Possible classes are Meet the Clergy, Stewardship, Children and Youth, Music, History of Trinity,...
- During the class as the areas of interest become apparent of the individual, introductions could be made of current members with the same area of interest.
- b. After completing the classes the newcomers would be welcomed during a Sunday Service.
- c. After becoming a member a small paragraph about the individual would be found in the Tidings and Crossroads.

### **Summary**

In the past the Newcomer Coordinator has been a paid position at Trinity, currently there is not a plan to replace this position. Scotty Frantz and Susan Johnston will oversee this area as a volunteer position under the guidance of Dean Boston. The hope is to have the plan ready to put in place for the fall with newcomers being welcomed at a Sunday service in the late fall.

### **Recommendations to the Vestry**

During the past year Susan Johnston has kept in touch with those who had filled out newcomer cards prior to the shutdown, keeping them informed of what currently was happening at Trinity. I ask you to recognize her effort and express thanks to her for the effort.

### **Vestry Action**

If you feel a certain area of Trinity is important for coverage in the Newcomer class, please let me know.

Please be ready to take a part in the class and in welcoming our newest members.

Scotty Frantz

May 16, 2021

## **Trinity Cathedral Vestry Committee Report**

### **Membership**

**Committee: Committee Members-** Scotty Frantz and Doak Wolfe

#### **Committee Purpose and Charge for 2021**

The goal this year is to make the membership data base at Trinity more accurate.

#### **Committee Work**

**Problem:** During the early days of the Trinity Covid shut down an attempt was made to phone the membership to check on any needs or concerns that may have arisen during that time. An attempt was also made during the call to verify contact information. As the contact corrections were entered by the staff, the corrections were not reflected in the communications being sent out by other staff. Due to frustration with the data base system some of the staff have made their own data base they use for their department and others use the Church Life App as their primary data base.

**Questions:** Is the ACS data base currently being used correctly and to its fullest potential? Is the ACS data base Trinity is currently using the best to fit Trinity's needs? Phone calls were made to Episcopal churches in the United States including St Martin's in Houston, Palmer Memorial in Houston, St. Philip's in Atlanta, Christ Church in Greenville and Christ Church in Charlotte, asking what software they were using and the pros and cons of it.

**Result:** After Dean Boston and Donald Benson discussed the issues, they decided it was in the best interest of Trinity to continue with the ACS data base and to add the upgrade Realm to the system. It was also decided further training for the staff regarding the data base would be beneficial, many of the staff have already participated in additional training.

#### **Summary: Ideas for Follow-Up/Future Planning:**

After a comfort level is felt by the staff using the data base, the committee will bring together a diverse group of Trinity members who can take a look at the membership roll and identify names on the roll who are deceased or otherwise in error.

### **Committee Recommendations to the Vestry:**

For a church the size of Trinity it is understood it is not realistic to expect the membership information to be daily 100% accurate. However, even though attempts have been made through the years by both staff and volunteers to clean it up, the membership information remains to be a challenge. The Covid crisis brought to light how important it is to have an accurate membership information, how do we know who to check on and who needs our care when we don't have accurate information of who our members are and how to reach them? The Vestry needs to be updated on whether or not the upgraded system meets the needs of Trinity.

### **Vestry Action Required At This Time:**

Make sure the staff is given the time and resources to properly train in using the upgraded data base.

Scotty Frantz

May 16, 2021

## **Trinity Cathedral Vestry Committee Report**

### **Volunteers**

**Committee:** Committee Members / **Attendees:** Scotty Frantz

### **Committee Purpose and Charge for 2021**

Place volunteers in needed positions at Trinity.

### **Committee Work:**

In the recent past the Volunteer Coordinator was a paid position. At this time the position is not filled and currently there are no plans to fill the position. Each staff member will recruit volunteers as they need them.

### **Summary: Ideas for Follow-Up/Future Planning**

Volunteer Carnival- The idea of a carnival is being explored for the fall. Staff members would have booths where they could explain the volunteer positions they are looking for with a sign up sheet ready.

Vestry Action

None.

Scotty Frantz

May 16, 2021

# Trinity Cathedral Vestry Report – May 2021

## MUSIC & LITURGY

### SUMMARY:

#### Services:

- At the beginning of the pandemic shut-down, all services were pre-recorded and posted on the internet; live streaming of Sunday services and Thursday Compline began March 15, 2020. Cathedral internet service was upgraded to business level.
- Daily office services (Morning and Evening Prayer, Monday through Friday) were and continue to be pre-recorded. Dean Boston plans to implement in-person Morning Prayer on weekdays at 9:30 (also live-streamed) starting June 1. Evening prayer will be livestreamed from home on Wednesdays in the summer at 8:00 p.m.
- Video and audio equipment for livestreaming was installed in the Cathedral in spring/summer 2020. Livestreaming has been a lifeline for the church during COVID and we have built an infrastructure that will allow us to continue streaming in-person services going forward. Canon Johnson consulted with staff at Grace Cathedral, Charleston; Duke Chapel; and St. Mark's Cathedral, Seattle, about the technology behind their livestreamed services. Noted USC recording engineer Jeff Francis helped run the audio for Sunday services for six weeks in summer 2020, to determine best microphone types and placement for service recording/streaming. A 32-channel soundboard was purchased which allows both speaking and music to be heard well, and can be controlled remotely by an iPad. After a period of running the livestreams from the sacristy, the controls were installed in the former acolyte room. Acolyte robes have been cleaned and moved to Room 222, awaiting the installation of hooks along the corridor, adjacent to choir vesting.
- Monthly Bach Vespers services (with Cathedral Singers and members of the North Carolina Baroque Orchestra) have continued.
- Livestreamed services have been well received and attracted large numbers of viewers: A few sample analytics from livestreamed choral services:  
March 28, A Meditation on the Passion (2,000+ views)  
March 25 Vespers, Pergolesi's Stabat Mater (1,708 views)  
Feb 4, Thursday Compline (1,408 views)  
Jan 24, Sunday Evensong (1,749 views)
- Bishop Waldo lifted restrictions on congregational singing on May 12. On Sunday, May 16, the congregation made a joyful noise and there were loud hallelujahs from all!
- At this time, the Bishop's guidelines require us to wear masks at indoor services and to maintain a three-foot distance between households.

#### Concerts:

- Canon Johnson is preparing a full schedule of concerts for the 21/22 season, with the understanding that adjustments may have to be made to comply with COVID guidelines.

#### Choir/Choristers:

- Rehearsals have continued uninterrupted, with modifications necessitated by the pandemic. For the first three months, choirs rehearsed via Zoom.
- Given the restrictions on distancing, air flow, and durations, Canon Johnson implemented a rehearsal schedule that utilized the Cathedral, Satterlee Hall, and the Cathedral Lawn, where strands of lights were hung overhead and stand lights were used to allow rehearsals at night. Mosquito Joe generously donated a treatment for the Cathedral lawn.
- Boys and Girls continued to rehearse as usual (twice weekly) throughout the 20/21 school year, often rehearsing in the dark under the twinkly lights. We have gained in membership during the pandemic!
- The full roster of Cathedral Singers has been maintained throughout the pandemic.
- Choral services have continued by livestream in 2020-21.
- Canon Johnson was unable to conduct normal recruitment of novice choristers because of school closings. However, families of seven boys and girls initiated contact with him; five of the seven are from families not previously connected to Trinity. Novice chorister training was conducted as usual throughout the 20/21 year.
- Choir Camp will take place at Kanuga (Camp Bob) in August 2021.
- The choir tour to Oxford University in summer 2021 has been postponed. Plans have been made for tours to Cambridge, England, in June 2022: Boys will sing with the boys of Jesus College, University of Cambridge; Girls will sing with the girls of Ely Cathedral.

#### Staff:

- In August, 2020, William Douglas was hired as Associate Organist & Choirmaster, and Brian Woods-Lustig was hired as Chorister Program Manager and Assistant Choirmaster.

#### Pew torches:

- A new system of refilling and cleaning pew torches has been developed.

## TRINITY LEARNING CENTER

### VESTRY REPORT

May 27, 2021

Ann Gluse

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#### **I. Overview; Financials**

The Trinity Learning Center (TLC) loan was written off the balance sheet from operating funds in the amount of \$113,000 as the PPP loan was forgiven. Revenue at the end of March 23.74% of annual budget with another small loss reported in April for a total ytd loss of \$3,232. More funds may be transferred by year end if needed.

Current enrollment is 104 compared to a budget of 100. After school enrollment is less than budget with 14 enrolled versus a budget of 18. Summer registration is at 98% of budget.

Received a grant in the amount of \$26,000 bringing the total distribution amount available up to \$40,000. A portion of the fund will be used for renovating the playground. **Vestry must approve although there is a delay in installation due to manufacturing delays.**

It has been difficult to find teachers to hire thus making it increasingly difficult to not cohort the classes. Even so, personnel expenses are still over budget a bit.

#### **II. Recent Events / Fundraisers**

The recent Book Fair was a success bringing in \$,1800, the highest amount ever earned. The Fundraising account stands at \$16,000. Spring graduation for the 4s and 5s was held along with Muffins for Moms.

Carpet upgrades are being made to the rooms and common areas. A committee is also looking to add garden beds to the playground.

#### **III. Other Information; Moving Forward**

There has been discussion about vaccinations as not all teachers are vaccinated. Jean and others are sharing their experiences to encourage those teachers not vaccinated.

# **Trinity Cathedral Vestry Representative Report**

**May 27, 2021**

## **Committee: Still Hopes Representative for the Vestry**

### **Committee Purpose and Charge for 2021**

Develop and maintain the relationship between Still Hopes residents and the Cathedral

### **Committee Work:**

Schedule and arrange for the dean's quarterly visits, with light refreshments.

Dates for 2021: February 8 (virtual); June 30, September 29, December 22

Seek and arrange for opportunities for visibility of the Cathedral and arrange for them

- Screenings of Sunday service on the theater screen for in-person viewing
- Sunday evening broadcast of cathedral services on the house TV channel specifically for those in assisted living areas who are not mobile and do not use electronic devices
- Welcome letter to new residents describing options for virtual and in-person worship
- Welcome newcomer Episcopalians not from Columbia in the name of Trinity, and invite them to attend at the cathedral service with us
- Arrange for interested newcomers to Columbia to receive Tidings
- Maintain an updated roster of parishioners who are resident at Still Hopes

### **Summary: Ideas for Follow-up/Future Planning**

Continue as above

### **Committee Member Action Items from Meetings**

None

### **Committee Recommendations to the Vestry**

None

### **Vestry Action Required at This Time**

None

Eleanor Whitehead