

Cathedral Church of St. Paul
Chapter Minutes
June 16, 2020

Clergy

Present: Amma Nicola, Deacon John Doherty, Father Zebulun Treloar

Absent: Bishop Alan Scarfe, Father Troy Beecham

Officers

Present: John Stender-Custer, *Clerk*; Rick Stearns, *Treasurer*

Class of 2021

Present: Matt Petty, Jolene Phelps, Jill Southworth, Leighton Carlson

Class of 2022

Present: Diane Hayes, Stephanie Wells, *Junior Warden*, Skeet Wootten, *Senior Warden*

Absent: Tom Thompson

Class of 2023

Present: Elvin McDonald, Rachel Secretario Hill, Mike Gillespie, Jonathan Hansen

Mission Statement

The Cathedral Church of St. Paul, the Cathedral and liturgical center of the Episcopal Diocese of Iowa, is a vital metropolitan Christian community. We are committed to accepting and giving Christ's unconditional love through worship, fellowship, education, and service within and beyond our parish church.

- I. Opening Prayer – Amma Nicola
- II. Mission Statement – Skeet Wootten
- III. Statement of Conflict of Interest
 - a. Skeet has a professional relationship with the church.
 - b. Matt's wife works for the Diocese.
 - c. Deacon John works for the Diocese.
 - d. Elvin's spouse works for the cathedral.
- IV. Treasurer's Report – Rick
 - a. Financial Position Report as of the end of May
 1. Nothing out of the ordinary except we have a large amount of money in our Lincoln's Savings account but we are in the process of moving that to a Vanguard account.
 2. Our current liabilities are few. Deacon John has done a great job making sure everything is paid.
 3. We are in great shape.
 - b. PNL
 1. All of our interests and concerns are in the income. We can't do anything about the plate.

2. Our pledges are about right where they should be. We tend to collect a very high percentage of our pledges on average. The fulfillment rate is usually very good.
 3. Parking lot expense will come back since our agreement with Orchard Place has been signed. They made their July payment in June.
 4. As of the end of May we paid our last payments in housing, salary, insurance, and pension to Fr. Troy. Even though we were only paying 30% of the total, it will still be reflected in our books.
 5. We are lucky that almost all of our expenses are fixed. Again, we are in good shape.
 6. Deacon John added that we were able to cancel some of our contract services, because of Covid-19, such as refuse and cleaning services. That means saving about \$5,000.00 a month.
 7. Matt wants to know where we landed on our Diocesan pledge. Rick says that they would like to meet with the Cathedral within the next couple of weeks to discuss it.
- c. Jolene moves to accept the Treasurer's Report. Seconded by Jill. **Approved.**
- V. Approval of the May 19, 2020 Minutes
- a. Leighton moves approve the minutes. Seconded by Mike. **Approved.**
- VI. Deacon's Report
- a. Busy with the bookkeeping transition.
1. Most of the procedures are being explained but password sharing is still happening.
 2. They will be handling QuickBooks. They will do our payroll and do accounts payable only twice a month unless there is an emergency.
 3. There have a few more things to do when working on our 2016 payroll withholding dispute. They will have that in one or two days.
 4. Deacon John dropped off all of the 2018 and 2019 audit materials.
 - a. Looking forward to having that off of his plate!
 5. Amma Nicola thanks everyone for their efforts. Thank you, Deacon John!
- b. Invite Welcome Connect Seminar
1. Deacon John attended this virtual seminar about how to invite, welcome, and connect people to church. About 1000 ministers, mostly Episcopal, also attended. It was a great seminar talking about how to get people to come to church online.
 - a. People are reluctant to invite people to come online but he encourages everyone to invite one person to come to church online. They don't have to meet anyone, handshake or make small talk. They can just come online. This creates a unique opportunity.
- c. Bicycle Burritos

1. They deliver 700 burritos on bicycles on every Thursday to give meals to people that wouldn't ordinarily get them.
2. They were doing this ministry out of Capitol Hill Lutheran. Capitol Hill Lutheran have asked all outside groups to stop using their church. Since it is a friend, Deacon John is bringing this up but realizes that we have stopped allowing outside groups using our church as well.
 - a. Skeet says that since they would have to walk through the part of the undercroft with asbestos, he does not think that it would be in the church's best interest to allow.
 1. Jonathan asks if this could be done in the Guild Hall? Deacon John will inquire.
 - b. Amma Nicola was on a call about re-gathering recently and said that only 2 people on the call had already started to gather but 20 have applied to reopen. For us, we are beginning with outdoor worship. And that non-St. Paul's groups should follow the same guidelines as staff would.
 - c. Skeet asks Deacon John to inquire about Guild Hall and Deacon John agrees.

VII. Assisting Priest Report – Fr. Zeb

- a. Father Zeb is at the Urbandale City Council Meeting
- b. Father Zeb submitted a written report.

VIII. Canon Missioner's Report – Amma Nicola

- a. Amma Nicola encourages our thoughtful reflections and a thank you to Diane for her Pentecost Sunday artwork hanging outside of the Cathedral.
 1. Diane says it was a lot of fun to do. She would be willing to create other banners outside and for in the sanctuary.
 2. Diane says cost of the banner minus the hardware, since it is an old curtain rod, was under \$200.00. For things inside we could use nicer fabric.
 3. Diane had help from Mark Thompson. He helped with the hemming and it would not have been done without him.
- b. Donna Scarfe came to dance liturgically.
 1. It was moving with the Taizé chant.
- c. Amma Nicola attended Leadership in Times of Transition, an online conference
 1. 4 days
 2. Thank you, Chapter, for writing into her contract funding for professional development
- d. Antiracism responses
 1. Gene Davis will join us
- e. Discerning her own path
- f. Vacation
 1. One week starting on Friday of next week
- g. Regathering Plan
 1. Worked hard on that.

IX. Old Business

- a. Organ Repair
 - 1. It has been repaired.
 - 2. Only about half of the pipes are working. We have an electrical issue. As far as Skeet knows it has not been fixed but it should be done reasonably soon.
 - b. Parking lot restriping
 - 1. Stephanie spearheaded this and it is done
 - 2. Two spots next to the dumpster are clearly marked as reserved
 - 3. We will keep the names of the people that did this so we can get them refreshed when they need it
 - c. E-mail Lists
 - 1. Jonathan asks if anyone is catching up on that.
 - 2. It is great if you have talked to everyone on your list. If you haven't, keep trying.
 - 3. Amma Nicola says that in the church staff meeting they spoke about this and recognized a couple of things to talk about: share a link with people to come to our Sunday worship; as we approach regathering for worship, we can give them a heads up about what our in-person worship will look like.
- X. New Business
- a. Church re-keying
 - 1. Stephanie is getting quotes
 - 2. Looking into outstanding keys
 - b. Worship Live-Streaming – Rick
 - 1. Our society is functioning so much differently now than it has been and this applies to religion.
 - 2. Streaming services has become common place.
 - a. We could stream 8:00, 10:00, Evensong, Weddings, Funerals, etc.
 - 3. This is a way that we can go out to the community
 - 4. Chuck Seal and Rick are compiling some quotes on what it would cost to do this.
 - a. Iowa Audiovisual came out and will give a bid
 - b. Performance Communications will come out on Friday
 - 5. This is not inexpensive. It can be done on the cheap but it should not be. It should represent us.
 - 6. Jonathan concurs that it should be done right. If not, it is just another YouTube video.
 - 7. Who is our target audience? How do we distribute it? Who will be watching this?
 - 8. Episcopalians around the diocese will appreciate this. One of the things a cathedral can do is offer services that other Episcopalians can appreciate.
 - c. Gilead Grant application – Jolene
 - 1. Grant 1: Support for a newly ordained clergy person

1. Preliminary work and a meeting with some representatives of the grant committee
2. They were going to say they need continuity
3. They could tell, after the meeting, that it would be a hard-sell to use continuity as reasoning for the grant.
4. They are going to rewrite the grant, and show how Fr. Zeb's ministry and his youth can lead us into the future. He is proving this by how he is reaching out into the community and by what he is writing to the chapter.
5. They are asking for a full-time position. They might get some or partial.
6. Jill says that the committee they spoke to was impressed with the technology factor of Fr. Zeb's ministry. They will rewrite with technology in mind as well.
7. Jolene moves that we move forward with the Support for a Newly Ordained Clergy Person Grant. Seconded by Elvin.

Approved.

8. Matt says that explaining what our big-picture concept will be is important.
9. Skeet mentions that Fr. Troy is the Dean although he is unable to work in any capacity. Amma Nicola is currently in a half-time position and we will be discussing adding some responsibilities to that. From a macro perspective that we would mean having a Dean in a full-time position and an assisting priest in a full-time position and a Deacon that would hopefully be in a position to devote more than part-time to us depending on budget.
10. Jolene says we have to have a meeting with the Bishop and at the meeting we will have to have our structure somewhat defined. We do not have to have that fully defined but we do need something to present to the bishop. It doesn't have to be fully confirmed. The meeting with the bishop will take some input from Skeet and people in this meeting.
11. Matt agrees but also says that it would look a lot cleaner if we say the assisting priest isn't just pinch hitting but that he has a

specific role. The application will look better that way. An assisting priest needs a mentoring person and a supervisor. It's okay if its someone at the diocese or someone at another church but it needs to be someone.

12. Jolene says we are going for a position. We aren't going for a specific person. As part of the application we have to specify who the mentor is and who the supervisor is.
 13. Fr. Zeb says that Jean McCarthy has always been his mentor. Let's ask Jean if we can formalize that relationship.
 14. Amma appreciates the conversation. This is important to all Cathedral staff. Steve Godfrey advocates for a mutual ministry review. Amma agrees that it is healthy all around.
 15. Jill is quite clear that we have a Dean in name but who is off the payroll. We have another person whose contract will be coming up. It is a hard-sell to explain that we will have a Dean and that Amma Nicola's position is still going to be reviewed by the bishop. It would look like we have the money for an assisting person if we aren't paying a dean and Amma Nicola's position is up.
2. We need the resolutions in the minutes. But we also need a separate application that looks formal and can go with the applications.
 3. Grant 2 – Jean
 - a. Iowa Justice for our neighbors and American Friends Service Committee are merging.
 1. They are both power houses of immigration work.
 2. We will have chances to partner with them.
 3. This does not compete with the grant we were discussing.
 4. Asking for \$5000 for assistance in merging cloud-based systems to do asylum for refugee's legal status, assist in ongoing advocacy, and public policy.
 5. This grant would fund cloud-based software by November when they need to hit the ground running.

6. JFON – “what you do for the least of these people, you do for me” since 1999. It has been funded by Methodist church but is now has all over the state.
7. This is a social justice committee suggestion.
8. JFON has a long relationship with SPC.
9. Meeting in front of Gilead review committee is tomorrow.
10. If there is a positive motion tonight, they can share that tomorrow.
11. Diane moves that Chapter back this grant application. Seconded by Jonathan.
Approved.

d. Social Justice Initiatives - Stephanie

- a. SPC Racism Statement
- b. Amma Nicola says that this is bubbling up all over the community and is asking us to engage with this.
- c. Jean says that there is great concern and prayerful responses to what is going on. Would like chapter’s approval for participation in the diocesan course: Dismantling Racism. Used to be required for staff. Now it is being offered once a month online. It is a fantastic course and very well done. Wanted to invite the congregation’s participation on that.
- d. There is an 8-week module starting on July 17 in partnership with St. Timothy’s. We too want to participate in Beloved Community and invite discussion in those modules.
- e. Elvin moves that Chapter endorses Jean’s work and the SPC Racism Statement. Seconded by Mike. **Approved.**

e. Regathering plan – Amma Nicola

1. Worked on by Deacon John, Amma Nicola, and Fr. Zeb
2. We hope to begin outdoor services in July but it depends on Covid levels in the communities where we live. The outdoor garden area north of the cathedral would be used. This would be a spoken service after the carillon concert.
 - a. We would use the parking lot as a seating area. Each family will have a distanced area away from other family groups.
3. Fr. Zeb is making a video to explain what this experience will be like.
4. There will be an opportunity to go into the chapel to receive the reserved sacrament.
5. They are working on another plan to start gathering inside about a month after we start gathering outside.

6. Skeet asks about tents and shade. We can invite people to bring umbrellas for themselves. This is something else to think about.
 - f. Garden – Elvin
 1. The garden is clean and off to a great start with the work of many people.
- XI. Executive Session
- XII. Junior Warden’s Report
- XIII. Senior Warden’s Report
- a. Update on Fr. Troy
 1. He has to meet with doctors on zoom for now but will not meet with someone in person until September.
 - b. Bill Smith – Treasurer of the Diocese
 1. He and Rev. Fred Steinbach will hear about our stewardship share for 2020
 - a. Amma, Rick, and Skeet need to schedule a date to meet.
 - c. Certification of the Parochial Report
 1. The parochial report was accepted as presented and it will be signed.
 2. Amma Nicola thanks Deacon John and John Z. for their work.
 - d. Banner
 1. Thanks again to Diane
 - e. Amma Nicola’s Wedding Anniversary
 1. Happy anniversary from the Chapter!
- XIV. Closing Prayer – Amma Nicola