

Cathedral Church of St. Paul

Chapter Minutes

Date: October 19, 2021

Time: 5:30 PM

Clergy

Present: Bishop Alan Scarfe; Amma Nicola Bowler; Deacon John Doherty

Absent: Deacon Jean Davis

Officers:

Present: Senior Warden Stephanie Wells; Junior Warden Mike Gillespie; Clerk Phyllis Melton; Treasurer Rick Stearns

Absent:

Class of 2022

Present: Stephanie Wells; Skeet Wootten; Diane Hayes, Kirsten Buniak

Absent:

Class of 2023

Present: Elvin McDonald; Henry Harmon; Mike Gillespie

Absent: Jonathan Hansen

Class of 2024

Present: Phyllis Melton; Jolene Phelps; Chuck Seel; John Stender-Custer

Absent:

I. Opening Prayer/Devotional - Bishop Scarfe

The Bishop opened the meeting with prayer and a devotion on being Church.

II. Consent Agenda - Stephanie Wells

Stephanie referred the Chapter to the reports in the folder. The Sexton line item has \$7,000 budgeted for this fiscal year. The estimated use of these funds to pay Jovan through the end of the fiscal year is \$4,500. Therefore, the Executive Committee moves that \$2,500 be reallocated from the Sexton line item to the Building Maintenance line item. Henry seconded the motion. **Approved.**

III. New Business

A. Trash - Stephanie Wells/Rick Stearns

It was reported that our trash bill was for over \$400 due to an unknown request for 2 large disposable containers. No one at the church had ordered them, to our knowledge, but the company insisted that the order was placed for St. Paul's. More needs to be done to secure our waste receptacles as it appears that others are using the dumpster. Further investigation on putting up a gate and/or camera will be done.

B. Restricted Gift - Rick Stearns

Rick reported that someone had offered a restricted gift of \$2000 to complete the painting of the exterior doors; per policy, a restricted gift requires Chapter approval. Diane moved, and Skeet seconded, a motion to accept the gift. **Approved.**

C. Gift for Bishop-elect Monnot - Stephanie Wells

Stephanie stated that it may be appropriate for St. Paul's to purchase vestments or other accoutrements for the new Bishop; Trinity Davenport had already made that move. Bishop Scarfe was asked for his ideas on what may be appropriate.

It was determined that a rochet and chimere would be a good choice. Phyllis offered to explore costs, and coordinate with the Transition Committee. Henry moved, and John seconded, a motion to approve an expenditure up to \$3000 to purchase a rochet and chimere. **Approved.**

D. Seating of Bishop-Elect Monnot - Amma Nicola/Stephanie Wells

Amma informed the Chapter that the seating of the Bishop would be on December 19th, with only one service at 10:00. There is a procedure for the seating that will involve the whole Chapter in the opening portion of the procession. A rehearsal will be held.

E. Annual Meeting - Stephanie Wells

The annual meeting will be on January 23, 2022, with one service at 9:00.

IV. Old Business

A. Hallway and Outside Door Painting - Mike Gillespie

Mike reported that both will be completed before the seating of the new Bishop.

B. Expense Request Form - Phyllis Melton

Phyllis reported that she is updating the expense request form to reflect new procedures. Expenses that are greater than \$300 and are not explicit in the budget will require prior approval. The form will be available in print and electronic form.

V. Other Business Arising

A. Amma shared a Memorial Resolution for John Wetherell to be presented at Convention (See Attachment #1). Although it may be late, it is hoped that it may be included this year. Henry moved, and Elvin seconded, a motion to approve the resolution and submit it to the Resolutions Committee of Convention. **Approved.**

B. Des Moines Chamber of Commerce - Jolene Phelps

Jolene reported that the Chamber would like to hold its annual breakfast meeting at St. Paul's. Although this year we are not able to host such a meeting, she offered St. Paul's for a 2022 meeting. It would be held in the Undercroft, so she suggested that the Chapter move ahead with restoration.

VI. Reports

The Chapter was referred to the reports of staff in the Google Drive. (See Attachments 2 -3)

VII. Closed Meeting

The Chapter went into closed session for a discussion of personnel issues. Amma Nicola, Deacon John Doherty, and Elvin MacDonald were excused.

VIII. Adjournment

The Chapter opened the meeting. By ballot, the Chapter approved the development of a 3-year contract for Amma Nicola as Provost/ Priest-in-Charge.

Skeet moved, and John seconded, a motion to adjourn. **Approved.**

Respectfully submitted,

Phyllis Melton, Clerk

ATTACHMENT #1

John H. Wetherell

WHEREAS John H. Wetherell entered into eternal life on August 1, 2020; and

WHEREAS he was born in Des Moines on September 17, 1930, received his bachelor's in architectural engineering from Iowa State University and joined the Navy where he was stationed at Pearl Harbor during the Korean War serving as the Electronics Officer on the Destroyer USS Nicholas, and then received his Master's Degree in Architecture from the University of Illinois; and

WHEREAS he married Joan on July 2, 1953, while stationed at Pearl Harbor; and

WHEREAS as a third generation Architect, he joined the Wetherell & Harrison architecture firm upon his graduation and had a 45-year career working on iconic projects in Iowa such as the Hotel Pattee in Perry, Terrace Hill, the Opera House in Pella, the 'American Gothic House' in Eldon, many of the buildings at Living History Farms, and St. Paul's Episcopal Cathedral; and

WHEREAS John started attending St. Paul's with neighbors when he was in Junior High School which resulted in over sixty years singing with the St. Paul's choir, participation in ministry through the arts with youth, and a life-long membership and commitment to St. Paul's; and

WHEREAS John led numerous renovations at St. Paul's, serving on the Property Committee, guiding the parish through the renovations in preparation to become a Cathedral including the installation of the Casavant organ, completing the research and application that led to St. Paul's being listed on the National Historic Register; and

WHEREAS he served on some version of the Church Property Architecture and Allied Arts committee of the Diocese of Iowa for more than half a century and was a member of record at the time of his death; and

WHEREAS, John H. Wetherell is survived by his wife, Joan, two children, son John and wife Suzanne, and daughter Ann and her husband Chad Southwell, and two grandchildren.

BE IT RESOLVED, that the Diocese of Iowa gives thanks to God for his faithful witness and ministry among us and to the larger church and community, and prays God's blessings for his continued growth in the love and presence of his God; and BE IT FINALLY RESOLVED that the Diocese of Iowa extends its sympathy to his family.

SUBMITTED BY Stephanie Murphy, The Rev. John Doherty and The Rev. Canon Nicola Bowler

ATTACHMENT #2

To: The Chapter
St. Paul's Episcopal Cathedral
From: Deacon Jean Davis
Re: Monthly Report
Date: October 19, 2021

This memo serves to provide a summary of my work as a Deacon serving St. Paul's Episcopal Cathedral. During the past month I have been involved in the following activities:

- ongoing assistance with noontime Eucharist service;
- ongoing work with the Blessing Box;
- attended a Blessed Peacekeepers retreat;
- taking an 8 week Faith and Poverty class;
- ongoing working with the Free Store on a possible project for St. Paul's;
- working with the Pastoral Care Team;
- prepared articles for the Journey and e-blast;
- attending ongoing training sponsored by Episcopal Migration Ministries on ways to assist refugees and asylum seekers coming to the United States from Afghanistan;
- helping Amma Nicola and Deacon John in making contact with Parishioners (i.e. calling or sending notes);
 - assisting with needs requests from Parishioners and others;
 - assisting with weekly worship;
 - chairing the Social Justice Committee;
 - continued involvement with the Iowa Sanctuary group;
 - continued involvement in food ministries;

ATTACHMENT #3

Provost's report to St. Paul's Chapter October 19, 2021

Staff changes

- Assisting Priest departure:
 - Part-time Assisting Priest position will be budgeted in the 2022 budget. •
- Canon Administrator retirement:
 - Finance Specialist position – candidate interview pending;
 - Kirsten Buniak has volunteered to assist with webpage development/maintenance! Thank you.

People of St. Paul

- St. Paul's families visited Des Moines Farmers Market on 10/9;
- Jack Buscher baptism anticipated December 5;
- Jonathan Hansen & Anna Whipple leading Friday Inquirer's group (possible confirmations December 5);
 - Worship Cloister has been reconvened and will meet in early November; • Annual Stewardship Campaign is underway. Thank you to Henry Harmon, Kirsten Buniak, and Skeet Wootten for agreeing to speak to the question "Why I give to St. Paul's" on Sundays October 10, 17, and 24 respectively. Talks will be published in The Journey and letters will go out in the next few days.

Diocese of Iowa

- Two Diocesan Convention services of Holy Eucharist will take place at St. Paul's on Friday 10/29 at 7:00 pm and Sunday 10/31 at 10:00 am. Bishop Scarfe will preach on Friday and Bishop-elect Monnot will preach on Sunday.
- The Rev. Elsa "Muffy" Wittmack Harmon Burial Service, Wednesday November 24 at 4:00 pm;
 - Diaconal Ordination service Saturday December 4, 1:00 pm (time to be confirmed); • How will St. Paul's Chapter say farewell to Bishop Scarfe (final visitation is December 5, 2021)? Gift(s)? Reception? Chapter please attend (no 8:00 am service); • Consecration of the Tenth Bishop, Saturday December 18, venue TBA; • Seating of the Tenth Bishop at St. Paul's, Sunday December 19, 10:00 am, CHAPTER PLEASE ATTEND, (no 8:00 am service);
- How will St. Paul's Chapter welcome Bishop-elect Betsey Monnot (Trinity Davenport has gifted one entire set of vestments)?

Recent Purchases (new items since previous Chapter meeting)

- *Walk in Love*, 10 copies for Inquirer's group (~\$170);
- Audio submixer to be purchased to separate sanctuary and livestream audio feeds (to address 'clipping' problem on some recent videos (~\$100).