

**Report to the Vestry of the Church of the Good Shepherd**  
**Brooks Graebner, Priest in charge**  
**January 18, 2021**

My activities for the past month are as follows:

1. Record on-line worship: Officiate 12/25, 1/3; Preach 12/24 and 1/10
2. Conduct Sunday-morning offerings over zoom: 1/10 and 1/17
3. Prepare weekly worship bulletins: 1/10 (continuing through 2/28)
4. Attend weekly staff meetings: 1/4 and 1/11
5. Attend weekly on-line worship meetings: 1/4 and 1/11
6. Attend called vestry meeting for election of new vestry members: 1/11
7. Attend personnel meeting and Lenten worship planning meeting (both 1/13)
8. Consult with Mo. Joyce at least weekly
9. Meet with the wardens to discuss upcoming vestry meeting agenda 1/11 and budget 1/13
10. Work with Jack Boyne on setting the agenda and format for the on-line Annual Meeting on 1/24.
11. Contact Imogen bi-weekly (alternating weeks with Mo. Joyce)
12. Consult with other staff members (as needed)
13. Prepare newsletter announcements re: Sunday-morning offerings
14. Serve as priest on call for pastoral emergencies on 12/28 and 12/30. Pastoral calls made 12/29 and 1/8

- I want to thank Mother Joyce for stepping in to conduct Bob Yates' funeral on January 4, so that I could attend to my wife.
- To help with coverage of essential administrative tasks during Kirk's leave of absence/resignation, I have agreed to produce all the Sunday morning service bulletins.
- In light of the events in our nation's capital on January 6, Mother Joyce and I decided to offer an on-line zoom chat on Sunday, January 10. This was attended by approx. 20 parishioners. We also determined to re-film the prayers of the people and the sermon for January 10. Deepest thanks to Craig DeShong, Christie Barbee, and Dave Roten, for accommodating this change of plans.
- Starting January 6, we have moved the filming of Sunday morning worship from Thursdays to Wednesdays. Events of January 6 necessitated a 2<sup>nd</sup> filming day on Friday, January 8. For the coming week, we are also moving filming from Wednesday to Friday, out of concern for possible disruptions at our State Capitol.
- Our Bishops have suspended all in-person parish visitations and meetings through February; my home parish (Holy Family, Chapel Hill) suspended its in-person Eucharist indefinitely. At this point, I don't anticipate it will be prudent to resume in-person Sunday morning worship until March at the earliest. Should it prove possible to have the imposition of ashes safely on Ash Wednesday, we will do so, following diocesan guidelines.

Associate Rector Report  
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**Parish, Worship, and Liturgical Life**

- Either presided or preached in videotaping of Sunday Morning Prayer or Spiritual Communion services + services for Christmas Eve and Christmas Day
- Presided at weekly Wednesday Evening Prayer via Zoom
- Officiated at Burial Rites for Bob Yates
- Participated in online worship planning meetings
- Participated in Clergy and Wardens meeting
- Participated in Stewardship meetings
- Participate in weekly staff meetings
- Participate in monthly vestry meetings + special Vestry meeting to elect new Vestry members
- Participated in planning meetings for the Annual meeting
- Participated in Budget planning meeting
- Started bi-monthly meetings with the Facilities Manager
- Weekly meetings with the Priest-in-charge
- Held meeting with Personnel Committee
- Did newsletter week of December 21, 2020
- Engaged Evan Meade to do newsletter for w/o January 4<sup>th</sup> and January 11<sup>th</sup>
- Every other week check-in call with the Rector

**Pastoral Engagement**

- Provided pastoral care by telephone, Zoom, and socially distant
- Check-in meetings with the Parish Administrator

**Adult Christian Formation**

- Held Sacred Ground Facilitators meeting and facilitated Session 7
- Attended session on history of pew rents and transition to a “free church”
- Attended “The Journey to Racial Equity – Part 1” with Debbie Irving webinar

**Diocesan**

- Attended weekly Clergy / Lay calls re: Diocesan pandemic guidelines
- Participated in 1<sup>st</sup> meeting with Bishop Anne on Ministry of Racial Reconciliation

**Personal Development / Education**

- Spiritual Direction

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Respectfully submitted,  
The Rev. Joyce Corbin Cunningham  
18 January 2021

## **Senior Warden Report January 2021**

### **Meetings/Activities**

- CGS Staff meetings
- Wardens meeting
- Finance Committee
- Stewardship Committee
- Online Worship Committee
- Personnel Meeting

### **Campbell University Law School**

Campbell University Law School students began arriving this month at Shepherd's Hall for the spring semester, under terms similar to our previous agreement in the fall.

### **Stewardship**

Supported the Stewardship Committee has continued to meet weekly. Due to the pandemic and closings, we've received far fewer pledges than this time last year. The committee has issued articles in the newsletter and on our website requesting members to submit a pledge and also sent a letter to those who have not submitted a pledge. Calls will be made within the 1<sup>st</sup> Q as a final appeal to pledge.

### **Finance**

At the time of this report, the final results for December were not yet available, but it appears certain that we will see a positive balance for 2020 and probably the month of December as well. This would be the second balanced budget in a row – and the first to be achieved without a withdrawal from the Trust.

### **Personnel Committee**

Held a meeting of the CGS Personnel Committee to review current activities and to solicit ideas for updating our current employee practices and policies.

### **2021 Preliminary Budget**

Worked with the Finance Committee and a small task force to prepare a preliminary budget for the 1<sup>st</sup> Quarter of 2021, following the recommendation of the Priest-in-charge, Brooks Graeber. This will give us more time to assess the full impact of COVID closures as the year progresses. The Q1 budget will be presented to the vestry for approval during our Jan. 18 meeting.

### **New Vestry Member Nominations and Elections**

Worked with the Junior Warden to solicit potential new vestry members for 2021. Because we could not hold an in-person Annual Meeting due to COVID-19, a special election was conducted by the current vestry on Jan. 11, as per the recommendation from the Episcopal Diocese of NC. We are pleased to welcome John Beck, Susan Jackson, Martin Taylor and Jennifer Tlusty as they begin their 3-year term.

As this is my final report as Sr. Warden, I'd like to thank the clergy, staff and vestry for their hard work and support during 2020. I hope everyone enjoys a happy and rewarding new year!

Faithfully submitted,

Jack Boyne, Senior Warden

Jr. Warden Report – January 2021

Meetings:

- Weekly Zoom Staff
- Weekly Diocesan
- Emergency Operating Plan
- Wardens Meeting with Clergy
- Vestry Elections
- Finance Committee

Main areas of attention:

- 2021 Budget
- Vestry Nominations & Elections
- Parishioner concerns
- Continuing to stay abreast of varied CGS issues

Jan Harris

January 15, 2021