

Rector's Report
November 16, 2020

- **Parental Leave**

With God's help, I plan to be on leave (either preparing for or deep in the throes of newborn parenting) from November 17th through February 22nd. My short-term disability coverage will be handled through American Family Life Assurance Company of New York on behalf of the Church Pension Fund. Once that begins, reimbursement payments will automatically be sent to CGS (70% of my salary, up to \$1,000 per week).

I have done my best to prepare our staff and parishioners for a fruitful and manageable season in my absence insofar as timing and circumstance have allowed. I remain incredibly grateful to Mo. Joyce Cunningham, the Rev. Brooks Graebner, Senior Warden Jack Boyne, and Junior Warden Jan Harris (as well as the Vestry, Staff, and people of Good Shepherd) for their continued support and encouragement during this season of productivity and preparation. I have shared a provisional list of roles and responsibilities with Brooks and Mo. Joyce (included at the end of this report) and encouraged them to utilize, refine, and circulate in whatever ways are helpful for the good of the whole.

In anticipation of the New Year of 2021, I am asking for approval at this meeting for my Housing Allowance in 2021. This is the portion of my salary that I am requesting to designate as such for tax purposes, and the amount I am requesting for 2021 is \$25,000.

- **Potential Change in Compensation and Benefits**

As some of you will recall, when I was hired in August of 2019, I agreed with the Senior Warden and Vestry at the time that I would pay out of pocket to be added to my spouse's health insurance coverage, which Good Shepherd would then add that amount in cash to my salary. Per my Letter of Agreement, I currently receive an annual healthcare stipend of \$9,410.00.

In light of the recent elections, wherein the Court of Appeals judge for whom my spouse works was not re-elected, I would like to make provision for the possibility that in 2021 I will need to avail myself of the option in my Letter of Agreement to receive healthcare coverage for myself and my family. The monthly premium for family healthcare coverage on the PPO80 Plan CGS provides to 30+ hour/week employees is \$2,674.00.

It is my hope and expectation that my spouse will secure another position with the State of North Carolina and our healthcare coverage will not change (your prayers in this regard are most welcome). However, if it becomes necessary to enroll in the church-provided medical plan, I will need to do so on March 1, 2021. I am requesting at the November Vestry meeting that this change be provisionally approved, in the event that in February 2021 I need to proceed with enrollment. This cost should likely be factored into the CGS Budget for 2021 when those deliberations begin and are finalized.

**Primary Points of Contact/Leadership During Imogen's Parental Leave
Preliminary Draft 10.15.2020**

The Rev. Brooks Graebner, Priest-in-Charge

- Lead meetings and prepare agendas (in consultation with Mo. Joyce and others) for:
 - Staff meetings (Mondays at 10am on Zoom, 1 hour)
 - Worship meetings (Mondays at 11am with Dwayne Holloway and Mo. Joyce)
 - Vestry meetings (Third Monday of the month, 6pm on Zoom, 2 hours)
- Run one Adult Formation opportunity in Advent, Epiphany, and the beginning of Lent
 - Advent, *Anglican Theology in Beloved Christmas Hymns*
 - Epiphany, *The Screwtape Letters*, C. S. Lewis or another option as above
 - Lent, *Love is the Way: Holding on to Hope in Troubling Times*, Michael Curry, or another option as above
- Serve as the primary clergy support/point person for:
 - the lay-led Christian Essentials class in early 2021
 - the lay-led Common Ground conversations
 - Worship/Liturgy-related matters and decisions (in consultation with Mo. Joyce)
 - the Worship Committee
 - the Altar Guild
- Attend a monthly meeting (in the past it has been the first Tuesday of the month from 1-3pm) with the Associate Rector, Senior Warden, and Junior Warden
- Share in the preaching and sacramental ministries of CGS in-person and online

The Rev. Joyce Corbin Cunningham, Associate Rector

- Serve as the primary supervisor/clergy support/point person and staff consultant for:
 - The Senior and Junior Warden
 - Children and Youth Ministries/Terrill Lloyd (Director of Children and Youth Ministries)
 - HR and Administration/Katie Scheffel (Bookkeeper)
 - Kirk Royal (Parish Administrator)
 - Buildings and Grounds/Leon Crosby (Facilities Manager)
 - Outreach
 - Pastoral Care
 - Sacred Ground programming
 - The Parochial Report
 - Queries regarding Baptisms, Weddings, Funerals, and Confirmations

Jack Boyne, Senior Warden

- Primary CGS contact person for:
 - Raleigh Mennonite Church
 - Campbell Law School
 - Raleigh Boychoir

For Questions or Concerns in the Following Areas

- Columbarium, refer to Jan Harris (Junior Warden)
- Finance, refer to the Vestry, Wardens, and/or Jamey Bass (head of Finance Committee)
- Pastoral Care (including meal trains), refer to Lynn Wiss (Pastoral Care Coordinator)
- Personnel, refer to Rev. Joyce Cunningham and Jack Boyne (Senior Warden)
- Stewardship, refer to Rev. Joyce Cunningham and Jack Boyne (Senior Warden)

Associate Rector Report
Church of the Good Shepherd
November 2020

Parish, Worship, and Liturgical Life

- Presided or preached in videotaping of Sunday Morning Prayer and in-person outdoor Eucharist
- Presided and preached at service of Holy Baptism for 3 young people
- Presided at weekly Wednesday Evening Prayer via Zoom
- Officiated at Burial Rites for Richard Ripley
- Participated in worship planning meetings and Advent and Christmas worship conversations
- Attended Clergy and Wardens meeting
- Participated in Stewardship meetings
- Attended Outreach Core Team meeting – wonderful progress being made re: visioning and structure. Plan is to present their vision, structure, 2021 focus areas and proposed budget at future Vestry meeting
- Participated in transition planning for Rector's parental leave

Pastoral Engagement

- Provided pastoral care by telephone, Zoom, and socially distant
- Gave Last Rites
- Gave home communion

Adult Christian Formation

- Held Adult Formation Conversation
- Held Sacred Ground Facilitators meetings
- Co-facilitated Sacred Ground – Sessions 2 & 3
- Clergy support for Common Ground Conversations

Diocesan – I participated in the following via Zoom:

- Attended weekly Clergy / Lay calls focusing on relating Diocesan guidelines for operating in time of pandemic
- Attended Diocesan Clergy of Color meetings
- Attended Council of Advice for Black Ministries meetings
- Attended Parish and Vestry By-laws meeting
- Participated in Dismantling Racism Facilitator training
- Participated in preparatory meeting for short presentation at Diocesan "A Time to Celebrate" meeting

Associate Rector Report
Church of the Good Shepherd
November 2020

Wider Community

- Attended ONE Wake Internal Assembly
- Attended ONE Wake's first relational meeting with City Councilwoman, Stormie Forte
- Attended Communities in Schools introductory meeting. This is an organization that offers at-risk students the support they need to graduate high school and to prepare to either enter the workforce or to attend college. This is accomplished through on-site support in the schools and through mentoring and tutoring programs, either in schools or in virtual learning environments.

Personal Development / Education

- Spiritual Direction

Respectfully submitted,
The Rev. Joyce Corbin Cunningham
16 November 2020

Senior Warden Report November 2020

Meetings/Activities

- Rector's Staff meetings
- Wardens meeting
- Stewardship Committee
- Online Worship Committee
- Endowment Trust Committee
- Personnel Meeting
- CGS Clean Up Day

Campbell University Law School

Spoke with the Vice Dean of Campbell University Law School and provided a draft agreement to extend their use of Shepherd's Hall for the spring semester. The terms will be similar to the existing agreement

Raleigh Boychoir (RBC)

Continued discussions with Trish Taylor, regarding a contract to formalize our partnership with RBC. We are still awaiting a final signature from RBC.

Raleigh Mennonite Church (RMC)

Contacted Melissa Florer-Bixler, Pastor of RMC, regarding their desire to display an interactive exhibit, [*Mary: The Paper Doll Project*](#) in the covered breezeway connecting our sanctuary to the PLC. The display would be available for viewing from 5-7 PM on Wednesdays and 11 AM-1 PM on Saturdays between December 5-23. It would be managed by representatives from RMC and available to the public.

Stewardship

Working with the Stewardship Committee, led by Frank Fee (Chair) and Christie Barbee (Vestry Member in Charge), to develop communications and pledge cards. Annual Giving season ends on November 15. Assisted Christie in stuffing mailings and labeling envelopes to send to our members.

Finance

Monthly pledge contributions (October) were below budget for the first time this year, but well over budget for the year. Total YTD revenue is slightly below budget (\$5K), and only negative because the vestry elected not to take a \$25K budgeted draw from the CGS Trust. This is the first time in many years the vestry has not pulled money from the Trust to offset expenses. Expenses were slightly over budget for the month, driven mainly by repairs and maintenance, but YTD expenses remain well below budget.

New Vestry Member Nominations

Met with Junior Warden, Jan Harris, to begin process on nominating new vestry members for 2021. Because we don't expect an in-person Annual Meeting due to COVID-19, the election will likely be conducted by the current vestry members, following a recommendation from the NC Diocese.

Faithfully submitted,

Jack Boyne, Senior Warden

Jr. Warden Report – November 2020

Meetings: CGS Staff Meetings

Wardens Meeting

Diocesan Reopening

Emergency Operating Plan (EOP)

EOP update:

- Have received comments from one Vestry member only
- Video inventory of about ½ of the Church & PLC complete
 - Excel spreadsheet of this inventory being developed
- Discussion taking place regarding storing the inventory information and other important documents of our church in multiple locations for safeguarding – i.e. the cloud, an external hard drive stored in a bank safety deposit box, in a fire proof safe at the church with copies in an EOP box to travel with the Rector or designated position in the event of an emergency.
- Need someone to pick this up to complete and run point on inventory in 2021.

Columbarium:

- Plaques are up to date at this point
- Plans are moving along to have the plaques over the new section in place by year's end.

Building & Grounds:

- HVAC air filters have been replaced to MERV13 (the recommendation of our Diocese) in both the Church and PLC. This will allow us to have masked quartet singing in the church for service taping. The cost was minimal – several hundred dollars – but is higher than the MERV8-10 filters we had, because of the added filtration ability. There will likely be an added expense with more frequent filter changes and some added electricity cost - however, we can go back to the MERV8-10 filters when we get to a point of vaccinations being widespread . The air exchange in both the Church and the PLC is 6-7 times per hour (as I am told by Newcomb). This is very, very good as schools were noted as being 3 times per hour, as I recall hearing in the Diocesan reopening meetings. Newcomb has been most helpful to us in this process.
- CGS Outdoor Clean-up Day was October 24th and went VERY well !! Flowers & hostas were planted, bushes trimmed, pots filled, sidewalk drains cleared, 30 yards of mulch and 20 bales of pine straw spread. Whew !! Yay Us !!
- Church ramp railings have been built and painted. Install to happen as soon as their employees return to work from illness.

Jan Harris

November 12, 2020

Below is a table grouping MERV values by particle size:

MERV	Min. particle size	Typical controlled contaminant [2]	Typical Application [2]
1–4	> 10.0 μm	Pollen, dust mites, cockroach debris, sanding dust, spray paint dust, textile fibers, carpet fibers	Residential window AC units
5–8 ^[3]	10.0–3.0 μm	Mold spores, dust mite debris, cat and dog dander, hair spray, fabric protector, dusting aids, pudding mix	Better residential, general commercial, industrial workspaces
9–12	3.0–1.0 μm	Legionella, humidifier dust, lead dust, milled flour, auto emission particulates, nebulizer droplets	Superior residential, better commercial, hospital laboratories
13–16	1.0–0.3 μm	Bacteria, droplet nuclei (sneeze), cooking oil, most smoke and insecticide dust, most face	Hospital & general surgery

		powder, most paint pigments	
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While the smallest MERV value in each row has

Communications Committee
November 2020

Meetings: full committee (none), email with Kirk, Glenna, & Margaret

1. The emergency contact survey has gone out to the vestry, clergy, & (most of) the staff. Once I hear from the majority of you all, I'll roll it out to the congregation. I've scraped out the emails from Will's update of the membership list after Christie's phone tree work. (Thanks to Christie & Will!) I expect it will take the better part of 3 or 4 months to get even a majority of responses.
2. Glenna Musante and Margaret Park are working on the initial architecture review of the website and will report back. No progress to report.

Still in the pipeline:

- Mechanism for requesting quick fixes to the membership list. We suggest a google doc for a from the communications committee to receive and prioritize requested changes. This will receive a higher priority after the survey results are in.
- Volunteer #2 could be an authorized user who each week agrees to spend an hour gathering the pictures, bulletin, and service links to post to the website. Note: this person should not be involved in producing the materials. Again this is future after the website revisiting.
- Calendar use is reasonably good, but it's all driven by the Parish Administrator. We need a different way for all the volunteer leaders to schedule meetings. This is probably tabled until after the Covid era.

Submitted: Anna Howard, vestry liaison for Communications Committee, 11/16/2020