

Report to the Vestry of the Church of the Good Shepherd
Brooks Graebner, Priest in charge
February 15, 2021

My activities for the past month are as follows:

1. Record on-line worship weekly: Preach 1/24 and 2/17
 2. Conduct weekly Sunday-morning offerings over zoom
 3. Meet with EYC 2/7
 4. Prepare weekly worship bulletins
 5. Attend weekly staff meetings
 6. Attend weekly on-line worship meetings
 7. Consult with Mo. Joyce weekly
 8. Meet with the wardens to discuss upcoming vestry meeting agenda 2/8
 9. Consult with other staff members (as needed)
 10. Prepare newsletter announcements
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- My time as priest in charge is drawing to a close. My 12 weeks will end this coming Saturday, February 20. I will record the sermon for Sunday, February 21, this week, but Imogen will host the 10 am Sunday offering that day and resume her responsibilities on Monday, February 22.
 - I want to highlight the Sunday-morning offerings, which have been well-supported and received. Imogen and Mother Joyce will be continuing to host these offerings at least until in-person worship resumes.
 - This past month much of my time has been spent in worship planning and consultation. I have appreciated the teamwork, the creativity, the care, and the flexibility demonstrated by all involved.
 - I am also delighted at the teamwork and flexibility shown by Esther Hall and everyone involved in keeping up parish administration and core communication tasks. This will see the parish through an interim period in which Imogen, parish leaders, and the personnel committee can review the parish administration roles and responsibilities and set about hiring a new parish administrator (and forming an administrative team).
 - I want to thank everyone at Good Shepherd for their warm welcome and their willingness to work with me. I treasure the relationships that have been formed and deepened during this time; I only wish it had been possible to meet and work with everyone at CGS.

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Parish, Worship, and Liturgical Life

I participated, presided, or was involved in the following:

- Videotaping of Sunday Morning Prayer or Spiritual Communion services
- Weekly Wednesday Evening Prayer via Zoom
- Online worship planning meetings
- Clergy and Wardens meeting
- Weekly staff meetings
- Monthly vestry meetings
- Outreach Team Meeting
- Annual Parish Pseudo-Meeting
- Bi-monthly meetings with the Facilities Manager
- Weekly meetings with the Priest-in-charge
- Every other week check-in call with the Rector
- Transition meetings with the Rector

Staffing

- The Parish Administrator tendered his resignation. He was presented with the details of a severance package, which he accepted.
- Enlisted the services of Esther Hall, who has volunteered to assist with some of the Parish Administrator's responsibilities during this period of transition.

Pastoral Engagement

- Provided pastoral care by telephone, Zoom, and socially distant

Adult Christian Formation

- Held Sacred Ground Facilitators meeting and facilitated Sessions 8 and 9
- Attended Book Study of the Screwtape Letters by C. S. Lewis
- Attended "The Journey to Racial Equity – Part 3" with the Rev. Dr. William Barber, II webinar

Diocesan

- Attended weekly Clergy / Lay calls re: Diocesan pandemic guidelines
- Participated in 2nd meeting with Bishop Anne on Ministry of Racial Reconciliation
- Attended Diocesan Absalom Jones celebration
- Attended Bishop's Committee on the Diaconate meeting

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- Attended Council of Advice for Black Ministries
- Assisted in preparing Parochial Report for Vestry review

Personal Development / Education

- Spiritual Direction

Respectfully submitted,
The Rev. Joyce Corbin Cunningham
15 February 2021

Senior Warden Report to Vestry – February 15, 2021

Meetings

Jack Boyne – advice and counsel, passing the baton
Wardens meeting with Graebner, Cunningham, and Rodenhiser
Staff meetings each Monday
Online worship meetings each Monday
Trust Committee

Stewardship

Vestry calls have resulted in new pledges but because some of those are verbal and we have to confirm with a paper trail I do not have a current pledge total for you. Next step is to get thank you letters to all who have pledged.

Raleigh Boy Choir Lease

Not signed yet, issue of when to begin lease and inflation escalator. We have decided to require that the lease begin March 1.

Parish Administrator Position

One of our highest priorities when Imogen returns. Mo. Joyce has asked Esther Hall to separate job description between administrative and communication responsibilities. Esther is also working to develop specific protocols, schedules and guidelines for all ongoing operations.

Committees

Will work with Imogen to assign vestry members to areas of strength and interest.

Our Rector Returns

Imogen will return fulltime next Monday, February 22.
My gratitude to Brooks Graebner for his leadership and guidance during our rector's parental leave. The experience he has brought to his position with us has been immeasurable. I cannot overstate the value of his contribution in the past three months.

Jr. Warden Report - February 2021

Main Focus:

Met with Jan Harris (former Jr. Warden) and Leon Crosby (Facilities Manager) for orientation to the church and current issues. Was given a tour of the buildings with demonstrations of HVAC control system, “baby safe”, etc. and received keys. Jan also showed me her files of repair companies which are kept in Leon’s office and handed over her files of ongoing projects which she has meticulously kept over the last 2 years.

Past issue:

Apparently the church has a safe deposit box at the Oberlin Road branch of Fidelity Bank but the rental fee has not been paid in 2 years, the bill for which was found in with other papers. In speaking with bank personnel, I found that the authorized signees are a clergy person and a parish administrator who are no longer at CGS; in phone calls, it was determined that neither of those people know or remember what is contained in the box and that the church’s key is lost. At the monthly Clergy/Wardens meeting which Imogen attended, it was decided to pay the back and current rental fees as well as the lock drilling fee so that the contents can be catalogued and evaluated as to whether they need to remain in a safe deposit box. As soon as the check is completed, I will hand carry to the bank along with a letter changing the authorized signees so that we can get on the locksmith’s calendar and get the box open.

HVAC:

It was noted by more than one person that areas of the church felt colder than they should have, even with the outside temperature being low. The repair person from Newcomb & Co. replaced a fuse and is sending a quote to replace the fan in the Ennis Music Parlor.

Community Purchasing Alliance:

I was unable to attend this Zoom meeting but Leon did; this is an organization recommended by the Diocese who apparently offer cost savings suggestions to parishes for items from utilities to toilet paper. The focus of this month’s meeting however was apparently PPP loan applications and forgiveness but perhaps in future, they may have useful information for us.

Jennifer Tlusty, Jr. Warden

February 13, 2021

