

Report to the Vestry of the Church of the Good Shepherd
Brooks Graebner, Priest in charge
December 21, 2020

In preparation to begin my duties as Priest in charge, I started attending meetings with staff, wardens, and vestry in October. My first official act was to preside at the in-person services on November 22, when I stepped in for Mo. Joyce, who was in quarantine for possible exposure to the Coronavirus.

Since that time, my activities are as follows:

1. Record on-line worship: Officiate 11/29, 12/13, 12/25, 1/3; Preach 12/6 and 12/24.
2. Conduct in-person worship: 12/6 and 12/20
3. Serve as host priest for the diocesan ordination service; 12/12
4. Conduct Wednesday evening adult offering: 12/2, 12/9, 12/16
5. Attend weekly staff meetings: 11/23, 11/30, 12/7, 12/14
6. Attend weekly on-line worship meetings: 11/23, 11/30, 12/7, 12/14
7. Consult with Mo. Joyce at least weekly (standing meeting at 2pm Mondays)
8. Meet with the wardens to discuss upcoming vestry meeting agenda: 12/14
9. Contact Imogen bi-weekly (alternating weeks with Mo. Joyce)
10. Consult with other staff members (as needed)
11. Prepare newsletter announcements re: Christmas liturgies and in-person worship
12. Draft the Christmas Season order of worship for on-line liturgies
13. Serve as priest on call for pastoral emergencies on 12/28 and 12/30.

Plans for January and February

1. Proposed: shift filming of in-person services from Thursdays to Wednesdays, to give film editors additional time to do their work each week. This means my day each week to be on-site will be moved from Thursdays to Wednesdays.
2. Proposed: offer a Sunday morning adult class at 10 am over zoom, beginning January 17.
On January 17, tell the story of the movement to abolish pew rents in the Episcopal Church and how our diocese and parish fit into that larger narrative.
On January 24, we will conduct the on-line Annual meeting at that 10 am time slot.
On January 31, begin a 3-session discussion of C. S. Lewis's *The Screwtape Letters*.
On February 21, launch a Lenten offering (TBA).
3. Continue to preach and/or celebrate on-line worship weekly. Attend weekly meetings and consultations
4. Undertake additional tasks and responsibilities as need/opportunity arise

I want to express my deep appreciation to everyone at Good Shepherd for their warm welcome and generous cooperation and support.

Associate Rector Report
Church of the Good Shepherd
December 2020

Parish, Worship, and Liturgical Life

- Presided or preached in videotaping of Sunday Morning Prayer and in-person outdoor Eucharist
- Presided at weekly Wednesday Evening Prayer via Zoom
- Officiated at Burial Rites for Betsy Marsh and Sallie Houlder
- Participated in online worship planning meetings
- Attended Clergy and Wardens meeting
- Participated in Stewardship meetings

Pastoral Engagement

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

Adult Christian Formation

- Held Adult Formation Conversations
- Held Sacred Ground Facilitators meetings and facilitated Sessions 4, 5, and 6

Diocesan – I participated in the following via Zoom:

- Attended weekly Clergy / Lay calls re: Diocesan pandemic guidelines
- Participated in Dismantling Racism (as part of Facilitation Team)
- Made short presentation at Diocesan “A Time to Celebrate” meeting

Wider Community

- Attended ONE Wake Internal Assembly

Personal Development / Education

- Spiritual Direction
- Attended Beloved Anglican Hymns Advent offering

Other

- A staff member was diagnosed with COVID-19. As a result, the Facilities Manager, myself, and all others who had been in exposed needed to self-quarantined for 14 days. My sincere thanks for all those who volunteered to provide coverage during this time.

Respectfully submitted,

Associate Rector Report
Church of the Good Shepherd
December 2020

The Rev. Joyce Corbin Cunningham
21 December 2020

Senior Warden Report December 2020

Meetings/Activities

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

Campbell University Law School

Executed an extension of our lease agreement with Campbell University Law School for their use of Shepherd's Hall during the spring semester. The terms are similar to the existing agreement.

Raleigh Mennonite Church (RMC)

Worked with Melissa Florer-Bixler to support and volunteer for the interactive exhibit [Mary: The Paper Doll Project](#) in the covered breezeway connecting our sanctuary to the PLC. The display was available for viewing from 5-7 PM on Wednesdays and 11 AM-1 PM on Saturdays between December 5-23.

Stewardship

Supported the Stewardship Committee, led by Frank Fee (Chair) and Christie Barbee (Vestry Liaison) on conducting a successful Commitment Sunday Brunswick stew event on November 15. Provided content for communications and maintained a tracking worksheet for 2021 pledges received. To date, we've received fewer pledges than this time last year, and will send out a reminder email in December.

Finance

November pledge contributions were \$2K below budget, but well over budget for the year. Total YTD revenue was \$10K below budget, as the vestry has not taken the \$25K budgeted draw from the Trust and because of \$20K in additional income received from the lease of Shepherd's Hall to Campbell Law School. Expenses were well below budget for the month and \$31K below budget for the year.

New Vestry Member Nominations

Worked with the Junior Warden, Jan Harris, to solicit potential new vestry members for 2021. Because we will not hold an in-person Annual Meeting due to COVID-19, the election will be conducted by the current vestry members, as per the recommendation from the Episcopal Diocese of NC.

Faithfully submitted,

Jack Boyne, Senior Warden

Jr. Warden Report – December 2020

Meetings:

CGS Staff – weekly
Wardens with Clergy – monthly
Diocesan Reopening – weekly
Finance Committee – monthly, to include Budget for 2021

Emergency Operating Plan Update:

Continue to communicate with Carolyn Manley on the Excel spreadsheet of our inventory – this will be picked up again after January 3, 2021. Again, someone will need to begin running point on this living document starting in February.

Columbarium:

Plaques for the new section niches are complete. Working to have plaques installed by year's end.

Building & Grounds:

Exterior church ramp railings complete.

Other:

Remotely helped to coordinate set-up for Diocesan Ordination on 12/12/20.
Helped with Altar Guild duties for online services.

Church of the Good Shepherd, Raleigh
Proposal for Time and Format of the Virtual Annual Parish Meeting
January 24, 2021

January 24, the 3rd Sunday after the Epiphany, is the day established by Parish By-Laws for the Annual Meeting. This year we must gather virtually.

We propose to do that on Sunday morning at 10:00 a.m., utilizing the Zoom “webinar” feature. CGS will need to upgrade its zoom account to include this feature for at least a month.

The webinar format means that only the presenters (and the materials they wish to present) will be on-screen. Everyone else will be able to view the presentations, but they will not appear on screen. They will, however, be able to ask written questions through the Q&A feature on the screen. Someone will need to be designated to track the dialogue box in the Q&A and direct questions to the appropriate speaker.

We will need to determine in advance how many reports will be presented and in what order, and who will serve as “host” (control the webinar itself) and who will serve as “moderator” (field/direct questions from the congregation). It might not go amiss to schedule a practice time just to make sure everything is set up properly and the meeting will run smoothly.

Of course, this format will not allow us to conduct a vestry election, which is why we are making other provisions for the vestry itself to elect new members. But the other principal purposes for the annual meeting, namely, the sharing of information with the congregation and the recognizing of parish leaders, can be fulfilled.

Communications Committee
December 2020

Meetings: none

1. The emergency contact survey has been rolled out to the congregation. The initial roll-out produced 77 responses. After the holidays it will need to be recirculated. Two of these responses requested removal from the rolls at CGS: John & Meg Taylor and William E White III.
2. Glenna Musante and Margaret Park are working on the initial architecture review of the website and will report back. Progress was essentially halted as the Parish Administrator fell ill.

Submitted: Anna Howard, vestry liaison for Communications Committee, 12/21/2020

Newcomer Vestry Report December 2020 – Michael Springston

I received notification that the Lifetouch Church Photography business has permanently stopped operations likely due to current business environment caused by the pandemic. The mobile directory will continue to be available through June 30, 2021. I have downloaded this data so we will have a PDF version of the mobile directory. Lifetouch was also to have supplied a digital copy of all the church photographs as part of the original agreement with CGS. I have been trying to track these down and with Bev's retirement, there is some question as to where these might be. I am working to secure these digital copies so they can be used in the future by the parish.

V/R

Michael Springston