

St. Peter's Episcopal Cathedral
Chapter Meeting Minutes October 22nd, 2024

Opening Prayer by Bishop Marty.

Attending: Scott Leak; Sam Gilbert; Ray Elliot; Vicky Tiberi; Melinda Schell; Manny Hoag; Janet Kirkland; Aubrey Curtis; Nicholas Jaynes; Ron Gumbert; Bishop Marty.

Minutes: *A motion was made to accept the minutes as written by Gilbert and seconded by Hoag Hogue, the vote was unanimous.*

Updated bylaws: *A motion was made to approve the updated bylaws by Kirkland and seconded by Tiberi. The vote was unanimous.* The bylaws now need to be presented to the full congregation at the annual meeting for approval.

OTM Ministry Portfolio: After a few clarifications it was agreed to send the portfolio as written on to the search committee.

Reports:

Senior Warden:

The December Chapter meeting will be rescheduled for December 17th due to Christmas. As the treasurer's budget will not be finalized by then, another meeting will be scheduled on January 7th to give time to prepare the report for the annual meeting. The general annual meeting will be held on January 19th 2025.

The organizational chart submitted by Kirkland was discussed. Chapter members need to take a proactive role with the committees under their responsibilities. They need to monitor and assist their committees by making sure the leadership positions are filled, provide additional support if leaders or individuals are having, and eliciting ways to improve the services offered.

There was a recommendation that, as an act of Chapter member commitment, the congregation should be notified when all the Chapter members had made a pledge (not a dollar amount).

Kirkland, Curtis and Gilbert will be termed out at the end of this year, so we need to find 3 replacements. Leak, Tiberi, Gilbert, and Schell will be termed out the following year.

Kirkland suggested we hold committee meetings for upcoming church seasons e.g Advent.

Christmas Eve is also the Togendowagan's 20th anniversary so we will have to arrange what times and how many Christmas Eve services we can fit in.

Leak volunteered to be a boiler apprentice, Gumbert will train him. We now have the capability to remote into the boiler from a home computer. In order to make sure the Nave and Undercroft are comfortable for planned events, Cindy should be told of any scheduled events. The boiler needs to be turned on about 2 hours before an event commences, which will be coordinated by Gumbert/Leak.

The parochial report was discussed again and who was responsible for recording attendance. No changes were made from the last meeting.

Inventory was discussed, ideally each committee should perform inventory for their section and report it to Elliot or Gilbert. The Parish Administrator will then record it.

Junior Warden:

We received 2 bids for replacing the ceiling tiles (see attached). One was for \$24,885 with lots of details and the other for \$10,365 with very little detail. The higher one will exceed the amount the insurance company has allotted but the treasurer believes the insurance company would be willing to consider additional expenses we may incur. Chapter members were polled and the higher bid passed by a 5 to 4 vote.

Treasurer:

The treasurer presented his monthly report. Once we hire a new dean our present budget will see a \$100,000 shortfall per year, and within five years we will have depleted our investment reserves. At present we are spending less than budgeted because we do not have to pay salaries for a dean or music director.

An internet connection has been installed in the church specifically to improve the video streaming of church services.

Search Committee:

Schell reported that the committee is almost ready to post the Dean vacancy notice.

Communications:

September Chapter minutes are now on the web site, the treasurer's report will not be posted there.

Stewardship:

Gilbert will make another announcement this Sunday and be available at coffee hour to answer any questions. November 17th is Giving Sunday and all the mailed pledges will be taken up on to be blessed. Holy Spirit of Missoula has an attractive bulletin that Sam will use and personalize it to insert in our service bulletin. He has started sending out emails with quotations to help remind the congregation of the reason behind tithing. He will start contacting the stewardship callers but would like everyone on the Chapter to take part.

Worship:

There will be a gathering to discuss Advent , Christmas and Epiphany services.

Education:

The supplies for the Advent wreaths have been purchased.

Pastoral Care:

At the upcoming funeral for Joyce the church bell will be tolled 99 times. This has been cleared with the YWCA and the police.

On going business:

The company that bid on the flat part of the church roof has been too busy to start. Hopefully it will start soon.

The Secretary of State report for incorporated churches is due April 1st. Tiberi will take the new bylaws there once they are approved by the congregation.

New business:

Leak is writing a wedding manual which he will then send out to the Chapter for review. A discussion was had as to whether we would allow non members to wed in the church while we are waiting for a new dean. It was decided to leave the present policy in place which allows for members and first degree relatives.

The meeting was ended in prayer by Hoag.

The next meeting will be November 26th, 2024. The Clerk will be absent for both the November and December meetings.

Respectfully submitted,

Vicky Tiberi, Clerk

Scott Leak, Senior Warden