

# ST. PAUL'S EPISCOPAL CHURCH

310 Elizabeth Street, Maumee, Ohio 43537 | 419.893.3381 | www.stpaulsmaumee.org

## Vestry Minutes

April 20, 2026

P – Present

Z – Zoom

E – Excused

A - Absent

Steve McNally - P	Katie Burns - P	Todd Deye - P
Glenous Favata- P	Ken Robinson - Z	Chas Mayo - P
Gail Burgin - P	Ken Ludwig - P	Cynthia Beekley - P
Jerry Martz - P	Carol Sachs - P	Donna Dick - P

Minutes taken by Donna Dick

- I. Opening Prayer - Given by Interim Rector candidate prior to interview with Vestry
- II. Informal dialogue
- III. The March 2026 Vestry Minutes were reviewed and no corrections were suggested.

**Motion to accept the March Vestry meeting minutes was made by Carol Sachs and seconded by Cynthia Beekley. No further discussion. Passed unanimously.**

#### IV. Interim Rector Candidate Discussion

- A. Vestry conducted an interview with an Interim Rector candidate beginning at 5:30 PM (i.e., before the official Vestry meeting). The candidate's resume and cover letter were sent to Vestry members in advance.
- B. After discussion, Vestry determined that an offer should be extended to this Interim Rector candidate.
- C. Based on Treasurer Ken Robinson's input and in accordance with Ohio Diocese guidelines, we will offer a package of approximately \$97K, including base cash salary, housing, utilities, and social security reimbursement. The total package will also include health and dental coverage, pension, and use of the St. Paul's Rector's vehicle.
- D. Next step is for Steve McNally to contact the candidate to determine the status of their discernment and to clarify the compensation package being offered.

**Motion to offer this candidate the position of Interim Rector for St. Paul's Episcopal Church – Maumee with a starting date of approximately July 1, 2026, and an annual salary of approximately \$97K, including base cash salary, housing, utilities, and social security reimbursement as well as health and dental coverage, pension contributions, and use of the St. Paul's Rector's vehicle, was made by Jerry Martz and seconded by Katie Burns. Motion passed with 10 in favor, 1 opposed, and 1 abstention.**

#### V. Senior Warden's Report

##### A. Vestry+ Pre-Discernment Retreat:

1. There was consensus among Vestry to hold the Pre-Discernment Retreat on Sunday, May 17<sup>th</sup>, from Noon until 3:00 pm. This date and time works best for Donna Steppe, St. Paul's consultant, and everyone on Vestry.

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2. Katie volunteered to coordinate arranging lunch for this retreat.
  3. The following individuals, representing various St. Paul's ministries and committees, will also be invited to join this retreat:
    - a) Kelly Trame - Stewardship
    - b) Jane or Deno Music - UOR
    - c) Jonathan Ashton - Chancellor
    - d) Will Robinson - Representing younger St. Paul's adults
  4. The agenda for this retreat was included in the April Vestry Agenda Packet.
  5. We will meet in the choir room.
- B. Pastoral Care:
1. Parishioner in Crisis Pastoral Care Contingency Plan
    - a) We now have 3 supply priest who we can call on to support funerals and other urgent pastoral care needs.
    - b) These supply priests are also celebrating the eucharist during Sunday services for us.
  2. Lay Pastoral Team of Visitors
    - a) There were 9 parishioners who attended the Lay Eucharistic training held at St. Paul's, including:
      - (1) Ana Ashton
      - (2) Jonathan Ashton
      - (3) Jane Baessler
      - (4) Todd Deye
      - (5) Glenous Favata
      - (6) Kathy Green
      - (7) Deno Music
      - (8) Phyllis Pacifico
      - (9) Jane Weber
    - b) There are 6 online modules that need to be completed to become Lay Eucharistic Ministers
    - c) Ken Robinson confirmed that all 9 of these people are in good standing in St. Paul's
    - d) To become Lay Eucharistic Ministers, each candidate needs the Senior Warden and Vestry to send a letter to the Ohio Diocese endorsing them.

**A motion was made by Cynthia Beekley and seconded by Gail Burgin for vestry to authorize Steve McNally, as Senior Warden, to write a letter from Vestry endorsing each of the nine candidates listed above to become Eucharistic Lay Ministers. Passed unanimously.**

C. Goodwill Bin Proposal Review:

1. Ken Robinson conducted additional research with regard to St. Paul's placing a Goodwill bin in the church parking lot.
2. There was consensus not to do so.

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### D. Proposed EWP Governance Task Force:

1. There are fewer insurance carriers willing to provide liability insurance for churches, especially churches with a preschool, and therefore it is a good idea to explore alternative governance models for Elizabeth Wayne Preschool (EWP), for example the possibility of EWP becoming an independent legal entity with its own board while offering EWP to continue using St. Paul's building at no cost.

**Ken Robinson made a motion, coming out of the Finance Committee and therefore not requiring a second, to create a task force including the Senior Warden, Treasurer, HR Committee Chair, a Vestry liaison, Director of Preschool, and 1 or 2 parents, to identify alternative governance models, including the pros and cons of each, and to recommend the preferred governance model to Vestry accordingly. Passed unanimously.**

### E. Parishioner Use of Church Facilities:

1. From a liability insurance perspective, our broker recommends that, when parishioners are using the church for private events, the person should put a rider on their personal homeowner's insurance policy prior to using the space.
2. Weddings and Funerals would not need to have a rider on their insurance policies.

### F. St. Paul's Committee Structure Review:

1. Jerry Martz is working on the St. Paul's Committee Structure Review and he provided Vestry with a copy of the Vestry Committees and Subcommittees, including some information regarding their status. Each committee should have a "Vestry Resolution," along with a listing of its goals. Jerry provided Vestry a Communications Committee charter and resolution as an example.
2. Jerry requested we include 20-30 minutes in the May Vestry agenda to further discuss St. Paul's committee structure.

### G. IT Security Concerns and Responses:

1. The Parish Administrator's computer was compromised leading to fraudulent addition of Microsoft accounts. It may also relate to the addition of fictitious employees to Paychex. The Finance Specialist did an outstanding job mitigating this in real time over the course of several days. Paychex addressed the problem poorly, and Steve recommends we consider transitioning to a new payroll processing company in the near future.
2. Steve sent a note to all St. Paul's staff to build their awareness of cybersecurity risks and requesting them to change their Paychex, Microsoft, and other passwords.
3. Gail Burgin proposed that an IT oversight group within the Parish be formed.

### H. Informational:

1. Steve noted various items were reflected on the agenda as "Informational and asked if there were any questions. There being none, Steve ended the Senior Warden's report.

## VI. Jr. Warden's Report:

### A. Outreach Committee:

1. Working with the Worship Committee. One Sunday will be designated as Rogation Sunday when the gardens will be blessed.
2. One Sunday a short film will be shown about Indigenous people.

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### VII. Treasurer's Report:

#### A. Finance Report:

1. Pledges are currently ahead of budget.
2. Quarterly statements will be sent out soon, and Steve will include a letter with the statements.

#### B. Signature Bank Line of Credit (LOC):

1. We are hoping to secure a line of credit (LOC) so that we don't have to withdraw money from the interest earning Operational Endowment.
2. To do so requires formal diocesan consent under the canons so it is recommended that we proceed as we have in the past (i.e., drawing against the Operating Endowment with our commitment to repay).

#### C. Endowment Review Update:

1. Research into potentially combining the two Tigges endowments is ongoing.

### VIII. Committee Reports:

#### A. Vestry:

1. Worship Team - see above Jr. Warden's Report
2. Stewardship
3. Building & Grounds

##### a) Parking Lot Fence

- (1) Several quotes have been obtained to replace the parking lot fence and Todd will go with the best one.

**Motion was made by Carol Sachs and seconded by Glenous Favata to approve up to \$11,000 to replace parking lot fence. Passed unanimously.**

##### b) Gym Floor Recoat

- (1) The gym floor, which was redone several years ago, needs one final coat put on it.

**Motion was made by Katie Burns and seconded by Ken Ludwig to recoat the gym floor for a cost of \$3,993.75. Passed unanimously.**

##### c) Rectory Floor Refinished

**Motion was made by Ken Robinson and seconded by Carol Sachs to approve up to \$8,000 to refinish the rectory floor. Passed unanimously.**

##### d) Skylight Room & Library Hallway Leaks

##### e) North Basement Sump Pump Failure

- (1) The motor failed on this pump and Perrysburg Plumbing replaced the pump.

#### 4. Communications

#### 5. Human Resources

- a) Job description drafts are in progress for program staff and Communications Committee Chairperson.

#### 6. Insurance:

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- a) The Insurance Committee has met with insurance representatives to discuss insurance needs going forward.

### B. Formation:

- 1. Christian Education
- 2. In Reach:
  - a) New Members/Welcome Dinner
    - (1) It has been a long time since we have had any welcome dinners and this should be addressed going forward.
  - b) Pastoral Care - See above Senior Warden Report B.
  - c) Welcome
  - d) Fellowship
- 3. Outreach:
  - a) The Outreach Committee headed by Jaimie Deye, along with Christy Seely, has applied for a grant through the Oak Opening Wild Ones to create a native plant area on St. Paul's property.
  - b) Children's Clothing Swap:
    - (1) Outreach is proposing on August 22, 2026, to have a swap of children's clothes.
    - (2) There would be no money exchanged but it would all be gift basis.
    - (3) There was some discussion about this, and it was decided that having it in the church gym might be problematic due to unclean clothing being brought in.
    - (4) It was agreed by Vestry that this should be held outside in the parking lot. Tents would have to be secured in case of rain, which could add some cost to the project.
  - c) Under One Roof
  - d) Preschool:
    - (1) Some of the new playground equipment has been installed.
    - (2) Steve noted that the total cost of the new playground equipment will exceed the amount approved by Vestry in March due to shipping costs.
    - (3) EWP would like to add a little to the land around the playground if possible. This may not be possible due to city regulations.

- IX. Other Business
- X. Executive Session

**Jerry Martz said closing prayer**

**A motion to adjourn at 9:05 pm was made by Carol Sachs.**

Next Vestry Meeting May 18, 2026  
Next Annual Meeting February 7, 2027

Respectfully submitted by Donna Dick, Clerk

