

**Cathedral Church of St. Paul**  
**Chapter Minutes**  
**November 17, 2020**  
**5:30 p.m via Zoom**

*Clergy*

Present: Amma Nicola Bowler, Deacon John Doherty, Fr. Zebulun Treloar  
Absent: Bishop Alan Scarfe, Fr. Troy Beecham

*Officers*

Present: John Stender-Custer, Clerk; Rick Stearns, Treasurer

*Class of 2021*

Present: Jolene Phelps, Leighton Carlson  
Absent: Jill Southworth, Matt Petty

*Class of 2022*

Present: Diane Hayes, Stephanie Wells, Skeet Wootten  
Absent: Tom Thompson

*Class of 2023*

Present: Elvin McDonald, Jonathan Hansen  
Absent: Rachel Secretario Hill, Mike Gillespie

Guest

Tony Braida

[Members from above referred to by first name following]

### Mission Statement

The Cathedral Church of St. Paul, the Cathedral and liturgical center of the Episcopal Diocese of Iowa, is a vital metropolitan Christian community. We are committed to accepting and giving Christ's unconditional love through worship, fellowship, education, and service within and beyond our parish church.

- I. Opening Prayer – Amma Nicola
- II. Mission Statement – Stephanie
- III. Conflict of Interest
  - a. Elvin's spouse is a an employee of the cathedral
  - b. Deacon John is an employee of both the cathedral and the diocese
  - c. Tony's spouse is an employee of the cathedral
  - d. Matt's spouse is an employee of the diocese
- IV. Undercroft Task Force – Tony
  - a. Heard back and had proposals from 3 architects
  - b. As a group, the task force was most comfortable and excited about OPN

- c. The full proposal was sent to the group
  - d. Stage 1: create a concept and fundraise around the concept - \$5,500.00 and a 200 reimbursable fee.
  - e. Stage 2: drawings and working with contractors of St. Paul's choice to see the project through. An estimated total cost for stage 2 for them would be about an average of 10% of the total cost of the project. (Tony thinks that they used 800,000 as a highball figure to be way out there.)
  - f. Will OPN meet with parishioners again? – Skeet
    - i. Amma Nicola – that would make sense, especially when it is time to share plans.
  - g. Stephanie moves to approve the bid from OPN. Diane seconds. **Approved.**
  - h. Tony's personal reservation is the fundraising in our disconnected environment when we are disconnected from the space. He hopes we are back in the space.
- V. Treasurer's Report – Rick
- a. Bottom line – bills are paid. We do not foresee any large expenditures.
  - b. Recently ordained clergy – 24,000 Gilead Grant for Fr. Zeb. All of that money is in the transfer fund.
  - c. We are down about \$11,000 in plate income. Down about \$19,000 in pledge income. We have an excellent fulfillment rate. Rick is confident that it will be made up and feels like we are doing well.
  - d. Rick is working diligently on the budget for next year. The challenge for next year is trying to predict income. By mid-December we might know how the pledges are coming in. We don't know where we will be in-house with services. People continue to make their payments.
  - e. Jill moves to approve the Financial Report. Leighton seconds. **Approved.**
- VI. Approval of the Minutes of October 20, 2020 – Skeet
- a. Minutes unanimously approved. **Approved.**
- VII. Deacon's Report
- a. (Attached)
  - b. Trying to establish two new accounts in Vanguard – getting online privileges to move money and access statements
  - c. Working on the website. Adding an option to give online.
  - d. Budget formation is in good shape.
  - e. 3 new ethernet cables in the church. 2 in the church and 1 in the chapel.
  - f. Shared a video to the cathedral site that has gotten over 400 views.
  - g. Talking to a new provider for snow removal.
  - h. Options for a secure online parish directory.
  - i. Calling parishioners in a higher age bracket that we don't see online as much. Curious about financial health of the church.
  - j. Amazon smile for the church.
  - k. Working on a Giving Tuesday for the church.
    - i. Amma Nicola thought we would save that for the Livestream giving. Deacon John says that's what he and Cathy have been working on.
  - l. The audits seem to be finishing.
  - m. Thank you for participating in the Diocesan convention.

- i. A Season of Truth and Healing we will work through as a church and a diocese together
- VIII. Assisting Priest Report – Fr. Zeb
  - a. (Attached)
  - b. Neil Smith Wildlife Tour with the Kids
  - c. Advent
  - d. Zoom with St. Nicholas available for all of the kids in the Diocese
  - e. Transgender Day of Remembrance on the Diocesan Facebook page with all Cathedral Choir members
- IX. Canon Provost’s Report – Amma Nicola
  - a. (Attached)
  - b. Regathering Task Force – Bishop Scarfe will present something on the topic of the day and then there will be break-out groups with randomly selected small groups. The idea that was talked about with Cathedral staff today was a monthly parish wide zoom meeting. Possibly topical meetings like the undercroft development or the livestreaming development. What does the Chapter think? (Because our worship is livestreamed we don’t get to see each other so this might be welcomed.)
    - 1. It might be fun to have a virtual Advent tea. We could send out a couple of recipes and share a favorite teacup. Mark was going to offer a piece of music. That’s an idea and then we could have some other meetings that are discussion based.
    - 2. Everyone is agreeing that this is a great idea.
  - c. Please go back to your call lists and call people to let them know that we are live at 10:00 a.m. We would love if people know about it. We have our stewardship campaign. How can we support people right now? We can resend the list.
  - d. St. Paul’s has been asked to lead diocesan online worship through Advent as well as Christmas Day and Christmas Eve. Two livestreamed services.
  - e. 15 voting members on the selection committee for bishop
    - 1. What they have in short supply is people on the transition committee – people smoothing the way between bishops into the system. A significant place for someone from St. Paul’s to be. Really important to have that relationship established. This is an essential first step. It would be great if someone from Chapter or from our parish to be in the transition committee.
    - 2. If Someone feels a calling let Amma or Jolene know.
  - f. Being a deputy to General Convention – participating in webinars – one was given last week by a former professor. She was asked to introduce. Topic was the theology of church governance. Part of retreat maybe we could go over. Why and how is the church different from a typical non-profit or business?
  - g. Discussion of Streaming Services Equipment Acquisition
    - 1. Proposal to the diocese for money for our purchase. The proposal was written with our goals and our purpose. Our best estimate is about \$24,000.00. We have an anonymous gift of \$5,000. Deacon John has an update: we have received \$1,800.00 so far. What we requested from the diocese is \$10,000. We are using Giving

Tuesday to try to raise more, for example, from people who follow the carillon. We are looking for a commitment from chapter to get the work scheduled so we can have the system ready for Christmas.

2. Rick: yes we could have this for Christmas but the only thing that could prevent this is something backordered.
3. Jolene moves to authorize the proposal as presented by Triad and Baker to install the livestream equipment in the cathedral. Seconded by Diane. **Approved.**
4. Skeet thinks it sounds reasonable if we do indeed get this money from the diocese.
5. Rick thinks worst case scenario is that we get \$5,000 from diocese. Rick thinks we will get the \$10,000 but on conservative side \$5,000.
6. Skeet – how does it operate? Who is going to run the system? Triad provides training. We will have to see who might be interested and who might be qualified. Rick hired competent kids from Grandview or something like that.

X. Junior Warden's Report – Stephanie

- a. Thrasher grind lip down so there is a smooth transition. The last we approved was \$5,000.
  1. Stephanie moves to engage Thrasher. Seconded by Elvin. **Approved.**
- b. Dunlap will repair the walls on the south of the church. There is some stonework that has settled. Doorjamb and tuckpointing, seals, etc. 2670. Dunlap 2370 brickwork to prepare the chimney. If we approve bid now they can get to it in the spring.
  1. Stephanie moves that we move forward with both of Dunlap's bids. Seconded by Diane. **Approved.**
  2. Funding would come from Cathedral preservation fund.
  3. Elvin says that heavy equipment sunk a part of the labyrinth. Stephanie says she will talk to Phyllis at Property.
- c. Skeet asks Stephanie to follow up on deteriorating bricks.

XI. Senior Warden's Report

- a. We have a full time Provost and we need to make an amendment to our agreement with Nicola.
- b. We continue to be in communication with the diocese regarding regathering.
- c. Missing Chapter members
  1. Tom has not been to Chapter since January and prior to that it has been spotty. Multiple times we have had issues if there isn't a quorum. Skeet has made numerous efforts to contact him without much success.

XII. Closing Prayer – Amma Nicola