

## MINUTES

Vestry Meeting – May 10, 2017, 7 P.M.

Present: Fr. Richard, Diane Nichols, Lynn Garland, Mary Bridget Burns, Susan Howland, John Grant, Tamsin Lucey, Rose Reith, Peg Nelson.

Absent with regrets: Nancy Waugh, Bill Pieczynski

Meeting opened with prayer at 7:05.

Book Discussion – Slow Church Chapter 11 Dinner Table Conversation as a Way of being Church

**Motion made to accept the minutes from the April vestry meeting and vestry retreat, emailed April 25, 2017, seconded and carried.**

**A motion was made, seconded and approved to accept the Treasurer's report.**

The electronic giving cards will be hung on the pew hooks and also placed at the back of the church. Tracking these deposits will be handled by Chris and Susan and reported to Mick for proper credit to the giver. It is anticipated that the number and frequency of these Tithely deposits will be few. Electronic giving systems are designed for emotional giving and for churches that need cash flow.

Susan offered *Embracing Stewardship*, about putting stewardship at the heart of a congregation's life, for anyone who is interested in reading it.

**A motion was made, seconded and approved to submit an application for an Aubuchon Hardware credit account.** Authorized users will be Tamsin, Susan and Brian Canty. Those account signers can change when necessary. As with any purchase, a purchase order is required.

Building Committee –

Tamsin gave an update on the kitchen renovation. The appropriate town boards and inspectors have approved the equipment we propose to use. Carpenter Mike Morin has made a few suggestions and that information has been forwarded to Cat for her to include in the design drawings. For the Ministry Development Grant, financial information was provided by Mark Morin and Gillette. Susan passed out a proposed budget, some of which contains estimated numbers. Karen Bodamer from BLC positively reviewed the Ministry Development Grant. **A motion was made to approve the \$10,000 grant application with its attached budget showing that the vestry has committed \$15,000 toward this project. Seconded and approved.** A copy is attached to and made a part of these minutes.

## Review

### Vestry Retreat – St. Francis statue

Cat has found a wooden seated St. Francis for \$300, which is possibly available at a lesser cost in resin. The committee is awaiting plans and will discuss with the lawn mowers when plan is finalized.

Next year we will try to schedule the retreat at a time that will accommodate everyone's calendar.

### Beautify Southbridge –

Lynn felt that her involvement in the Southbridge clean-up day was useful, however, she had envisioned it as a team- building experience for the church, and it was not. Next year, more time will be spent presenting it to the congregation and perhaps the youth can be involved. Since it won't be necessary to work in the gardens, perhaps we can pick another area in our immediate neighborhood. John suggested that we need an identifier—a hat, t-shirt, or buttons.

## Upcoming events

### Garden Event June 3 –

Tamsin has asked for help in putting up signs talking to the people on the nearby streets to remind them of the community garden day on June 3 and that after church on June 4 they can bring pots to fill with dirt and plants, provided by the BLC grant. Last year neighborhood youth and young teens came, and it was a good community building exercise. Tamsin and Karen Bodamer will plan details for what might happen at the church, but she needs people to help as she will not be available on that Saturday. Mary Bridget said that she and her husband, who is conversant in Spanish, would be able to put up signs and converse. John will talk to Susan about also doing this. Tamsin will also talk with local activists about walking the neighborhood. Susan suggested that July picnic signs be posted at the same time but that won't work because DPW will tear them down after 6/3.

### July 2<sup>nd</sup> Community Cookout –

John will cook. Hours are 3-5 pm and the menu will be the same as last year.

Clergy Conference –

Fr. Richard liked the material that was used--Holy Currencies and Stewardship (better thought of as electrical current, not money) including the currencies of money, time and place, leadership, relationship, truth, and wellness. He will consider how we might use this material.

Other business

Yard sale –

Because Rose is not available on Saturdays, an article will be put into Tidings to see if someone is interested in organizing.

It was agreed that we will no longer participate in Rice a Rama. For the next agenda, a suggestion that we redirect our energies to other outlets, perhaps Cops for Kids.

**The vestry moved, seconded and approved adjournment of the business meeting at 9:30.**

Respectfully submitted by Peg Nelson, Clerk

Next meeting June 14.



The Episcopal Diocese of Western Massachusetts  
37 Chestnut Street Springfield, MA 01103  
P: 413.737.4786 In MA: 800.332.8513 F: 413.746.9873

Application for:  
**MINISTRY DEVELOPMENT GRANTS -2017**  
**APPLICATION DUE NO LATER THAN June 28, 2017**

**DATE** May 2, 2017  
**PARISH / MISSION:** Holy Trinity Church  
**CITY/TOWN:** Southbridge  
**CLERGY:** The Rev. Richard Signore

**CONTACTS: (who can speak to the project)**  
**1. Name:** Tamsin Lucey Phone: 774.200.4279 Email: abritinusa@gmail.com  
**2. Name:** Susan Howland Phone: 508.612.3198 Email: howlands@charter.net

**PROJECT TITLE**  
Repurposing the church kitchen to satisfy health code requirements for certification to become a useful community outpost.

**SHORT DESCRIPTION (1-3 sentences)**

We are laying the foundation for expanded community use of our building by addressing various building codes. Updating the kitchen will allow Holy Trinity, through its ministries, to partner with community organizations to accommodate programs that will benefit the neighborhood and Southbridge.

**AMOUNT OF INVESTMENT REQUESTED:** \$10,000

Dates of Most Recent (do not attach):  
Mutual Ministry Review: 6.5.2016  
Parochial Report 2.8.2017  
Parish Audit Certificate: 4.27.2016

**New Proposal: (Attach your 1-3-page proposal, including budget)**

**Peer Review Comments**

The Team requests that proposals be reviewed by a neighboring congregation or ecumenical partner. Include here a summary of any comments received as this proposal was reviewed. We had a parish leader from our neighbor church, Bethlehem Lutheran Church in Sturbridge, review the grant proposal. She had two comments: "It looks wonderful! And, think about the appliances. How old, what would be a good addition?"

Approved by the Vestry/Executive Committee on 5/10/17

(date)

Signed Reg Nelson

Signature of the Clerk of Vestry/Executive Committee

Please forward your completed application NO LATER THAN June 28, 2017 to:

Ministry Development Team  
Attn: Karen Warren  
37 Chestnut Street Springfield, MA 01103  
Or email: Ms. Karen Warren: kwarren@diocesewma.org

(No faxes will be accepted)  
(Please do not fold or staple, as applications will be scanned)

### **Proposal, including budget**

This project will update the church kitchen to satisfy health code requirements for certification. This certification will allow Holy Trinity to partner with several community organizations to accommodate programs that will benefit the neighborhood and Southbridge by providing a place where food can be prepared.

Holy Trinity is blessed with about 15,000 sq. ft. of space. Much of that space is not used by the church and is potentially usable for community programs and outreach. We have engaged in various ministries over the years; but our current major obstacle to expanding our programs, or partnering with an existing program, has been building code, especially health department requirements. As an example, for the YMCA Daycare to use our building while they remodel their facility we had to install a monitored fire alarm system, a cost of \$33,000. The YMCA was so eager to use the space that they contributed 1/3 of the cost of the fire alarm system. Other building code requirements have been addressed, including lead and asbestos.

Holy Trinity Church is located in one of the ten most economically distressed towns in the state, with 30% of the population and 40% of children living below the poverty level; our church is in the most economically distressed neighborhood of Southbridge. Areas of need that we have witnessed are: childcare, school support, afterschool support, housing, and basic needs such as food, medicine, clothes and transportation. We believe that our presence in the neighborhood alone is a witness to God's Love, and the ministries that we are engaged in show that Love in action. A Ministry Development grant will help us move forward in our plan to be of more service in Southbridge.

We host an ecumenically-run free winter coat closet that is housed at Holy Trinity. We have offered a Vacation Bible School for seven consecutive years with over 50% participation from non-parish members; free lunch is included. We were a Project Bread site for one summer, and partnered with the Town of Southbridge and Bethlehem Lutheran Church in 2016 as a community garden site. We currently house the YMCA Daycare for children under 2 ½.

To ensure that our building will be useful for future programs and to benefit the community, our next step is a fully licensed kitchen. We contacted all town departments--the building department, health department, plumbing inspector and Southbridge Water District--to look at our facility and determine what will be required for the anticipated use of our building. Following the requirements of those town departments, we have a design plan for renovating the kitchen. The parish and vestry is committed to moving forward with this plan and has committed up to \$15,000.

The requirements to license the kitchen are:

- Three-bay sink
- Handwashing sink
- Prep sink
- Sanitizing dishwasher
- Booster for hot water heater
- Grease trap
- Plumbing to install sinks including venting and grease trap
- Carpentry to modify existing cabinets to install sinks and dishwasher
- Countertops
- Patch flooring as needed
- Painting as needed.

Additionally, we must replace three windows and encapsulate three doors for complete lead compliance in the kitchen area.

<b>Holy Trinity, Southbridge, Kitchen Project Budget</b>	
Three-bay sink	\$995.00
Pot filler Faucet	\$523.00
Handwashing sink	\$139.00
Prep sink	\$327.00
Faucet	\$129.00
Sanitizing dishwasher	\$3,195.00
Booster for hot water heater	\$300.00
Plumbing to install sinks including venting; includes all materials and grease trap grease interceptor	\$8,768.00
Carpentry to modify existing cabinets to install sinks and dishwasher including patching floor	\$1,999.00
Countertops	\$4,000.00
Carpentry needed for countertop replacement	\$756.00
Paint	\$450.00
Permits	\$300.00
Signage for prep-sinks and grease interceptor	\$100.00
Replace three windows to complete lead compliance in the kitchen area.	\$2,265.00
Encapsulate three doors to complete lead compliance	\$300.00
Lead Inspection	\$325.00
<b>Total Porjected Expense</b>	<b>\$24,871.00</b>
Capital commitment from Holy Trinity	\$14,871.00
Ministry Development Grant	\$10,000.00
<b>Total Projected Revenue</b>	<b>\$24,871.00</b>