



**MINUTES OF THE VESTRY MEETING  
OF THE WAIKATO CATHEDRAL CHURCH OF ST PETER  
HELD VIA ZOOM  
ON 27<sup>th</sup> OCTOBER 2021 at 5.30 pm**

**Present:**

- Bryan Bevege
- Mele Prescott
- Bishop David Moxon
- Warren Turnwald
- Tas Scott
- Walter Crookes
- Pat Clendon
- Vivienne Thorpe (Minute Taker)
- Rev'd Blythe Cody
- Mackenzie Steele

**Apologies:**

- Wendy Scott
- Dilip Kurien
- Andy Bryant

**NOTES**

ITEM	NOTES
<b>MINUTES:</b>	
<b>MATTERS ARISING:</b>	<p>It was noted that the COVID-19 gathering restrictions (a limit of 100) includes the sanctuary party.</p> <ul style="list-style-type: none"><li>● Liquor License<ul style="list-style-type: none"><li>○ Bryan Bevege has yet to meet with Ross Murphy due to Level 3</li></ul></li><li>● Tapping donation hardware<ul style="list-style-type: none"><li>○ Warren indicated the forms ready to sign, and Bryan Bevege will do this as soon as the Alert Level allows.</li></ul></li><li>● Documents in Dean's office have been found and are in a locked cabinet.</li></ul>
<b>CORRESPONDENCE:</b> <b>Inward and outward</b>	<p><b>Inward:</b> Nil</p> <p><b>Outward:</b></p> <ul style="list-style-type: none"><li>● Warren sent out an email about the alarm in St Anne's chapel to Allied Alarms (monitoring) and Select Alarms (setting up the alarm). The current task is to set up the programming, it is unclear which company is supposed to do this. Select Alarms is not recommended for next time.</li><li>● Warren sent a document around about medical event management in the Cathedral. This will be printed out and put on the table for the Welcomers.</li></ul>
<b>FINANCE REPORT:</b>	<ul style="list-style-type: none"><li>● Finance committee hasn't met as this was received Monday.</li><li>● \$3700 audit fees.</li><li>● Income by month and stream page. January, May, June were the worst. September gave only \$270 by envelope and \$205 in cash giving, but direct credit giving was great at \$13900. We are close to the budget most months, but not enough to cover bad months.</li><li>● Envelopes may cover the missing amount when in-person services return if people are putting aside their envelopes. We can put a carefully-worded</li></ul>

<p>notice in the newsletter to encourage people to put money aside. David mentioned a similar message from the pulpit might help. Vespers usually brings in \$300-\$400 and Evenson is \$150-\$200, we are missing those donations.</p> <p>\$3600 loss of month, \$51000 for year, better than expected.</p> <p>\$7000 offering, invest down by nearly \$20,000. However, capital gain up by \$416000 (asset rich, cash poor).</p> <p>Expenses, take note.</p> <p>Heritage fund is quarterly catch up, weddings/funerals/etc set aside for this.</p> <p>We're looking at a year end deficit of \$61000, depending on Christmas, Covid, and investments (January). <b>ACTION</b> - Mele &amp; Warren to put a notice in the newsletter regarding finances.</p> <p>Warren called for a list of ideas to include in the 2022 budget.</p>	<p>Rev'd Mele Prescott:</p> <ul style="list-style-type: none"> <li>● Rev'd Mele gave thanks to staff, Eon, Dillip, the wardens, and the ministry team for holding everything together in this fragile time.</li> <li>● Advent and Christmas: Blythe, David and Mele are brainstorming celebrations. Mele came up with the theme "Navigating home this Christmas", based on the angels telling the shepherds the signs. Cecily and Blythe have been looking at incorporating this theme into the children's ministry. Rachel and Mele are talking about preparing for L3 Advent and Christmas with the Choir. L2 is not an issue, but L3 may pose difficulties (solutions include pre-recording services like 9 Lessons in Carols, with a simple Christmas message for Christmas Day like the current morning services).</li> <li>● Sunday School and baptisms for the remainder of the year were discussed between Cecily, Blythe and Mele. Due to uncertainty week-to-week around levels, we will have a baptism service early next year and will engage the families in Advent activities and services. Sunday School will resume in 2022 as well.</li> <li>● It is really important to keep things simple and give a sense of stability and hope.</li> <li>● Pat raised that it would be nice to recognise Pasifika in Advent and Christmas services in our 3 tikanaga church, and was assured this is being considered.</li> </ul>	<p><b>PRIEST ASSISTANT'S REPORT:</b></p>	<p><b>WARDEN'S REPORT:</b></p> <p>Circulated and received.</p> <p>The process of communicating with nominators (meeting with the bishop) and then the congregation (to discover the qualities the Parish wants) for formulating the advert for a new Dean is underway, hopefully interviewing by December with a Dean by Easter.</p>
<p>Plumbers are trying to fix the broken tiles on the roof – due to safety it has been put off.</p> <ul style="list-style-type: none"> <li>● Deanery evaluation between \$1.3 and \$1.4 million. A discussion on what we will do is needed. Barry Looker to fix laundry, \$1200-\$1400, Wendy has consented for this to be done now.</li> <li>○ Bryan suggested a subcommittee for this. This can be formed later this week. There are many options, and we may want to put off this decision until we have a new Dean.</li> <li>● Refurbishment of the Centre Stage 1 (Bathroom to Hallway), \$23758 taking the midpoint lino. Plumbing will go through walls instead of floor. Due to lino and</li> </ul>	<p><b>MAINTENANCE COMMITTEE:</b></p> <ul style="list-style-type: none"> <li>● Haven't met for a few months due to Covid restrictions.</li> <li>● Plumbers are trying to fix the broken tiles on the roof – due to safety it has been put off.</li> <li>● Deanery evaluation between \$1.3 and \$1.4 million. A discussion on what we will do is needed. Barry Looker to fix laundry, \$1200-\$1400, Wendy has consented for this to be done now.</li> <li>○ Bryan suggested a subcommittee for this. This can be formed later this week. There are many options, and we may want to put off this decision until we have a new Dean.</li> <li>● Refurbishment of the Centre Stage 1 (Bathroom to Hallway), \$23758 taking the midpoint lino. Plumbing will go through walls instead of floor. Due to lino and</li> </ul>	<p><b>WARDEN'S REPORT:</b></p> <p>Circulated and received.</p> <p>The process of communicating with nominators (meeting with the bishop) and then the congregation (to discover the qualities the Parish wants) for formulating the advert for a new Dean is underway, hopefully interviewing by December with a Dean by Easter.</p>	<p><b>MAINTENANCE COMMITTEE:</b></p> <ul style="list-style-type: none"> <li>● Haven't met for a few months due to Covid restrictions.</li> <li>● Plumbers are trying to fix the broken tiles on the roof – due to safety it has been put off.</li> <li>● Deanery evaluation between \$1.3 and \$1.4 million. A discussion on what we will do is needed. Barry Looker to fix laundry, \$1200-\$1400, Wendy has consented for this to be done now.</li> <li>○ Bryan suggested a subcommittee for this. This can be formed later this week. There are many options, and we may want to put off this decision until we have a new Dean.</li> <li>● Refurbishment of the Centre Stage 1 (Bathroom to Hallway), \$23758 taking the midpoint lino. Plumbing will go through walls instead of floor. Due to lino and</li> </ul>

	<p>toilet supply issues, this needs to be ordered now. The painting is not a big job but includes the foyer.</p> <ul style="list-style-type: none"> <li>● Two proposals received from Beca: <ul style="list-style-type: none"> <li>○ Engineering Services proposal - \$22,500. Beca has replied to the query about the quote (4 pages which arrived as this meeting started). \$26 million is out of our budget, and Tas raised some annoyance about the lack of cost-effective options so far.</li> <li>○ \$40,000 digital showcase – marketing using 3d modelling and drone footage plus history for raising money. Warren suggested we review it later.</li> </ul> </li> <li>● 3 Workshops lost, 2 planned for November. Advent Star will be put up soon – Advent starts 28<sup>th</sup> of November.</li> </ul>
<b>HEALTH &amp; SAFETY:</b>	<p>No formal committee meeting. Once again Covid is the main concern. No incidents reported.</p>
<b>GENERAL BUSINESS:</b>	<ul style="list-style-type: none"> <li>● Dean’s email <ul style="list-style-type: none"> <li>○ Viv will manage this while this position is vacant. David suggested Vivienne acts where urgent and shows the rest every 2-3 weeks to Bryan and Walter. Viv also suggested that diverting emails can change if there is a large volume – diverting emails to admin will start on the 5<sup>th</sup> of December (the day after Dean Wendy’s last day). Bryan suggested asking Wendy if she would like this taken away earlier as she is on sickness leave – <b>ACTION BRYAN</b></li> </ul> </li> <li>● Dean Wendy’s Farewell <ul style="list-style-type: none"> <li>○ Next Saturday, 6<sup>th</sup> of November.</li> <li>○ At this stage, we could not hold it under current restrictions. Pat, Mele, Bryan and Viv will look at what we will do to celebrate. Viv is putting a book of photos together for people to sign. Will talk to Wendy about this <b>ACTION BRYAN</b>. Pat suggested a collection, this can be put in the newsletter, but Viv raised the issue of collecting – Direct Credit or Viv can be available at certain times in the office.</li> </ul> </li> <li>● A COVID break-out party was suggested.</li> <li>● Walter asked about vaccination status restrictions. David said you cannot deny the eucharist or cathedral entry to someone who is unvaccinated, but we can commend “flock immunity” and put something in the newsletter to encourage people to vaccinate. 15 proof alcohol helps, as would a notice in the newsletter about intinction education (putting fingers in is bad, even though nothing has ever been communicated this way). Another approach would be individual cups. Wait for the advice from the Diocese.</li> <li>● Nominations for 2 new lay ministers: <ul style="list-style-type: none"> <li>○ Mele brought this process to Vestry to vote on. Adam Hape and Sandra Walz are nominated.</li> <li>○ Adam Hape helps with the ministry of Baptism and is studying at St John’s College. He has been nominated as a worship leader, as he is confident in his calling and despite his newness is well-placed to thrive.</li> <li>○ Sandra Walz is a member of the 8am congregation, with a passion for the Rest Home ministry and evangelism. She has been involved with EFM and Brett’s courses through the year. Her roots are with the German Catholic church and has been a parishioner since 2019.</li> </ul> </li> </ul>

ITEM	MOTIONS	MOVED	Warren
MINUTES:	"That the Minutes of the Meeting of 22nd September 2021 are confirmed as a true record discussions."	Walter	Warren
			CARRIED

**MOTIONS**

<ul style="list-style-type: none"> <li>○ For both, lay ministry would give both stability as they add their valuable contribution.</li> <li>○ These names have been brought to the Ministry team already, the next step will be talking to Stephen Black around training. The candidates understand the role and commitment. This can be announced in the newsletter with a little blurb, quote, or photo (but the deadline is 1 November for the next newsletter).</li> <li>● Ordination of Rev'd Blythe to Priesthood       <ul style="list-style-type: none"> <li>○ Tentative date of 3<sup>rd</sup> December, around 7pm.</li> <li>○ Mele would like a new stole (and possibly a chasuble) for Blythe to celebrate, and it was suggested Anne Harlow be approached for this.</li> <li>○ Walter advised that there may be a double booking 7-9pm.</li> </ul> </li> <li>● Last Vestry Meeting for 2021       <ul style="list-style-type: none"> <li>○ This will be 24th November. Usual format is a short meeting followed by a shared dinner of all Vestry and partners.</li> </ul> </li> <li>● Parking       <ul style="list-style-type: none"> <li>○ Credit has been requested from the Courts twice now due to the workers not being present, however the carpark is full which suggests court staff have been taking liberties. The first request was turned down on advice of Warren and the parking managers. We can do this again. Two court managers monitor this, and the staff also self-monitor, but this is no longer as rigorous due to staff working from home. Bryan and Walter suggested sending the requests back to the two court managers.</li> </ul> </li> <li>● New People's Dinner – 12<sup>th</sup> November       <ul style="list-style-type: none"> <li>○ No new members. Viv asked if we will tentatively continue with this date. This was agreed on, the families for baptism can be invited. Pat advised she may be unavailable.</li> </ul> </li> <li>● Phone tree       <ul style="list-style-type: none"> <li>○ Warren would like about 30 people to ring a few people each. This could be in the newsletter. This would mean some questions could be sent out to the phone tree team, the responses sent back to the office, and this could happen roughly monthly or so. This would take pastoral care duties off the office.</li> </ul> </li> <li>● Blythe's studies ending       <ul style="list-style-type: none"> <li>○ Bryan noted the end of Blythe's studies and internship is at the end of the month. Saturday's exam marks the end of five years of study.</li> <li>○ A reasonable 6-month stipend has been allocated so Blythe can continue her valuable contributions and support.</li> <li>○ Blythe was thanked for her work at the Cathedral and her support for Mele.</li> <li>○ Mele asked for a note of thanks to be recorded for the way that Vestry has supported both herself and Blythe during this time.</li> </ul> </li> </ul>	
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<b>MATTERS ARISING:</b>			
<b>CORRESPONDENCE:</b> Inward and outward	<i>"That the Inwards correspondence be received and Outwards be approved."</i> CARRIED	Warren	Walter
<b>FINANCE REPORT:</b>	<i>Accounts as presented for the 9 months to 30th September 2021 be received.</i> <i>Approval is sought for payments made from:</i> <i>The Imprest account - \$2,678.74</i> <i>Automatic payments and Direct Debits - \$25,449.06</i> <i>Approval of payments to be made in October - \$8,372.25</i>  CARRIED	Warren	Mele
<b>AP'S REPORT:</b>			
<b>WARDEN'S REPORT:</b>			
<b>MAINTENANCE COMMITTEE:</b>	<i>"Moved that we continue with the refurbishments to the Cathedral Centre." CARRIED</i> <i>"Vestry approves the proposal received from Beca for the engineering services subject to further discussions and enlightenment." CARRIED</i> "	Warren Warren	Tas Tas
<b>HEALTH &amp; SAFETY:</b>			
<b>GENERAL BUSINESS:</b>	<i>"Moved that Adam Hape and Sandra Walz be accepted as lay ministers." CARRIED</i>	Mele	Pat

The next meeting will be held on Wednesday 24<sup>th</sup> November 2021.  
The meeting closed at 7.11pm with the Grace.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

