

The Cathedral Church of St. Luke
143 State Street
Portland, Maine 04101

Minutes of The Lesser Chapter Meeting - Revised
November 15, 2023

The meeting was held in person and by Zoom

Attending in person: Interim Dean George Stevens, Rev. Suzanne Roberts, Senior Warden Sam Allen, Junior Warden Designate Fred Fowler, Treasurer Tim Wilkins, Nancy Brain, Jane Briggs, Linda Carleton, Jamie Moore, Michael Thorne and Dan McDonald.

Attending by Zoom: Rev. Rebecca Grant.

Absent: Jamie Cough, Catherine Hyde, Oscar Mokeme.

Guest: Liz Parsons

Call to Order and Opening Prayer

The Interim Dean called the meeting to order at 6:00 p.m. The opening prayer was the service *Trust*, from Daily Prayers for all Seasons.

Minutes, Consent Agenda

Upon motion duly made and seconded, minutes of the October 11, 2023 meeting were **approved**. The consent agenda was **accepted**.

Elections

Upon motion duly made and seconded, Fred Fowler was **elected** Junior Warden to replace Claire Hammen and Linda Carlton was **elected** to the Vestry position vacated by Alfred Nyarawa.

Treasurer's Report and 2024 Budget

Treasurer Tim Wilkins reported that October was a "pretty good month" financially but the Cathedral may fall short reaching budget on pledges and non-pledge contributions. He noted that for the year through October, revenues were \$636,153.93, expenses were \$714,041.47, and net income was a loss of \$77,887.54. Expenses include one-time payoff of the bank loan of \$50,931.51 (Account 5515) and a \$20,000.00 (5542) contribution to the Building Reserve. .

Tim noted that he had discussed with the Finance Committee and received its approval to adjust the Columbarium Fund account (3205) with funds from the Memorial Garden Fund account (3233); to rename "Integrity Fund" to "Luke's Garden Fund"(3218); and to combine into a Youth and Young Adult account existing accounts J/2/A (3221), Rite 13 (3247) and Young Adults/YAC (3259). Pending Albert Melton's consent, he intends to combine the music accounts (3239 Music Fund and 3230 Melton New Music Fund).

Tim noted that he needed information from the Diocesan Convention and Stewardship to complete the next draft of the budget. Big items, as usual, will be salaries, Diocesan Assessment and building maintenance. There will be more detail at next month's Lesser Chapter meeting.

Stewardship Update

George Stevens reported that results of the Stewardship ingathering are still being tabulated, but on a positive note the Cathedral had received almost two dozen electronic pledges amounting to over \$100,000. Lesser Chapter members should expect to be asked to write thank-you notes to pledging parishioners.

St. Luke's Community Kitchen

Tim Wilkins gave a brief history of the St. Luke's Community Kitchen and expressed hope for a business boost during the upcoming holidays. He asked for both emotional and financial support from the Vestry, particularly a commitment to support the kitchen through 2024 plus \$5,000 to \$10,000 from the Cathedral operating budget and assistance with security upgrades. Liz Parsons noted that the community kitchen served as both a business incubator particularly for women and immigrants, and also as a place for new ideas and visions.

Jane Briggs moved that the Lesser Chapter commit to support the Kitchen Committee for another year with a budgetary allocation. There was extensive discussion and an effort to amend the motion to limit it to three months. Interim Dean Stevens noted that the motion, and attempt to amend it, both failed for lack of a second, and advised Tim that his requests did not have the support of the Lesser Chapter. The question then became how to thank Dawn Brennan-Daly and the Kitchen Management Committee for all of their work, and then find a path forward for the new kitchen. George stated he will write a note to the Kitchen Committee members and follow up with more personal thanks.

New State Street Sign

Fred Fowler circulated photographs and other material on the proposed new Cathedral sign for State Street. No further approvals being needed, progress will proceed.

Ordination of Jon Radtke

Members of the Vestry and Wardens were asked to sign a document consenting to the ordination of Jonathan Radke to the priesthood.

Ordination of Rich Pitre

Rich Pitre is a Jesuit priest seeking ordination in the Episcopal Church. A St Luke's congregant, he will be invited to visit with the Lesser Chapter.

Dean Search Process – Holy Cow Consulting Survey

George Stevens explained that the Congregational Assessment Tool survey would take 10 to 15 minutes to complete and urged Lesser Chapter members to take the survey soon. The congregation will also be asked to take the survey shortly. Results will be reviewed perhaps at the February Lesser Chapter meeting.

Human resources policies and planning

George noted that he believes the Cathedral's human resources policies and procedures need tuning up and job descriptions written. He received suggestions from members about parishioners with HR experience.

Rev. Suzanne Roberts closed the meeting with a prayer.

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Dan McDonald, Clerk

Attachments: Interim Dean's Report;
Senior Warden's Report;
Junior Warden's Report.
Junior Warden's Memo on Proposed State Street Sign

Interim Dean's Report

Saturday, October 7-Friday, November 11

This past week marked the end of my second month of employment at the Cathedral of St. Luke.

Since we last met, the Cathedral has been a busy place. We hosted Diocesan Convocation, celebrated the ministry of The Rev. Anne Fowler & Claire Hammond, and began our annual Stewardship Campaign. My pastoral outreach continues to parishioners who have left the congregation and groups within the congregation.

This past month also included a number of pastoral concerns including the mass shooting in Lewiston, the ongoing wars in the Holy Land and Ukraine as well as the death of MJ Northrup.

After the departure of volunteer Assisting Organist, Randy Mullin, I met with the choir to discuss this transition and Christian Clough's leadership.

This weekend we celebrated with our Annual Holiday Fair and the ingathering of our annual stewardship efforts. Depending on the initial efforts of our Stewardship Campaign, a letter from the Interim Dean, may be necessary.

Next week I look forward to beginning the Congregational Assessment Tool (CAT) developed by Holy Cow Consulting. We will be sharing this tool widely and will need to set up a few 'in person' visits for congregants who are not as technically savvy. On Sunday, November 19, I'll be convening a group of parishioners to consider the future of the Sunday evening 5:15 service.

Moving forward, a number of things have come up that will need thought and work.

- The 2024 Annual Budget

- Restarting the Committee formerly known as the Becoming Beloved Community Committee.

- Creating a HR manual, job descriptions and organizational structure for Cathedral employees and volunteers.

Respectfully submitted.

The Rev. George Stevens

Senior Warden's Report

November 12, 2023

Events of recent weeks have overshadowed some of our plans for the fall, but our community of faith has responded with compassion and caring. I'm especially grateful to our Interim Dean George Stevens for his grace and wisdom in meeting the variety of needs on the mass shootings in Lewiston and the devastating violence in the Holy Land. Nevertheless, we are managing to make progress in important areas.

Stewardship

Our stewardship materials were distributed on schedule with a mailing on October 13 to some 400 households and an electronic appeal to parishioners who opted in to receiving their stewardship materials that way. We had two parishioner testimonials at 10 A.M. services, and a stewardship-themed sermon on Ingathering Sunday, November 12. Ingathering was incorporated into the Offertory at this morning's 10 A.M. service. We will be organizing a group to make follow-up contacts to parishioners and friends who have yet to make pledge commitments. Vestry participation in these appeals would be greatly appreciated.

Diocesan Convocation

St. Luke's hosted Diocesan Convocation on Saturday, October 21 and welcomed Episcopalians from across the Diocese of Maine. A team of staff and volunteers did an excellent job of preparing our space for visitors, providing hospitality, and contributing to a program that highlighted ministries across the Diocese. A beautiful worship service with a large Diocesan choir and address by Bishop Brown rounded out the morning celebration.

Diocesan Convention

Our five Delegates to Diocesan Convention, Curtis Maurand, Orion Williams, Fred Fowler, Judd Hume, and I attended a virtual Diocesan Convention on November 11. A summary of Convention business will be available shortly on the Diocesan website. The Diocesan budget for 2024 was approved, as were three resolutions. Of special significance to the Cathedral, a Report of the Loring House Task Force was presented to Convention. The Task Force was formed at the 2022 Diocesan Convention to consider the future "best use" of Loring House. The three main recommendations of the Task Force are: 1) Retain Title to Loring House; 2) Relocate Diocesan Staff and Archives; and 3) Renovate the entire property for future residential use. Bishop Brown made clear that these are recommendations, and that additional deliberations by Diocesan leaders would take place before any specific actions take place. I urge you to read the Task Force Report in its entirety, as the future of Loring House is especially impactful on our Cathedral Church. The Report can be accessed here:

https://drive.google.com/file/d/1ofDQycXA9uvaApq_AVQs4k2BSVBZh46L/view

Holiday Fair

The Holiday Fair was a wonderful success this year. Even with a late start to begin organizing, there was excellent participation by parishioners and staff and we welcomed hundreds of visitors into our space on November 11. A large team assembled on Friday to set up, and a large team staffed the event and take-down on Saturday. We raised well over \$4,000 selling donated items,

food, and beverages. The atmosphere at the fair was festive and the workload for our volunteers manageable. Special thanks to Sarah Dowling, who stepped forward to Chair the event, and all who donated their time and energy (including many members of the Vestry) to making the Fair a success in the midst of all that has been going on in recent weeks.

Coming up

The Finance Committee will be digging in very soon to plan the Cathedral's 2024 budget. This is always an involved process with many unknowns, particularly on the income side. Expenses are certainly rising, including the cost staff salaries and benefits we face in 2024. St. Elizabeth's Essential's Pantry and our Food Pantry have seen substantial increases in the numbers of clients they are serving, while also experiencing significant price increases for many items that they distribute. We always need to anticipate the need for building and equipment repairs. I expect that these needs will make it especially important to put a lot of effort into our Stewardship drive as 2023 draws to a close. The Lesser Chapter approves the final budget in advance of the Annual Meeting.

We also need to launch our parish survey soon to lay some groundwork for our search for a permanent Dean. This will require an effort by parish leaders to encourage a healthy number of survey responses.

There is general recognition that the Cathedral's human resources management policies need a major update (last done in 2005), and that good practices need to be put in place and followed. The Interim Dean and Wardens are working to form a small group to spearhead that effort. We welcome help in starting that important work.

May God bless us all in our work together,

Sam Allen

TO: Cathedral Lesser Chapter
RE: October Acting Junior Warden Report
DATE: 11/13/2023
FROM: Fred Fowler

In an effort to provide updates on a number of projects I will report through the use of a bulleted list:

* East Wall and Chapel Chimney- It has been seven years since the repointing and window restoration was completed on the rose window wall. Last fall, Dan St. Peter, our neighbor who purchased the deanery, made us aware of some open masonry joints in the upper corner. Upon examination it was observed that an area near the top of the northern buttress, where it meets the church and shed roof, had a substantial amount of open masonry joints where water had been splashing off the upper roof. Initially the B&G committee felt that the repairs might be completed using a ladder. After a full examination of the entire wall was made it was decided that the scope of the project exceeded repair of the one area. Several smaller cracks were observed that required access using a lift. It was decided that we would contact Scott Whittaker, former owner of Building Envelope, to survey the east wall as well as the cracks in the chapel chimney where Mike Hammen had removed mineral deposits the previous fall. Scott recommended calling in Gnazzo Masonry, the company that did the work seven years ago. I asked Scott about the rapid deterioration of the mortar near the buttress and he felt that water was being diverted from the upper church roof onto the area in question. When Scott examined the chapel chimney he recommended cleaning the minerals off the stone and examining the cracks using a lift while it was on site. A follow-up meeting was held with Scott and Russ, the supervisor from Gnazzo, to schedule the work. The week of October 15 was selected. The residents living in the apartment building next to us were very cooperative allowing access to the back parking lot near the window. I was able to be on site each day to discuss how best to prevent deterioration of the washed out area of the wall. Russ and I decided that installing copper flashing to divert the water was the best option. Since Danny Allan, our slate and flashing contractor was unavailable I located a piece of copper locally and following the measurements provided by Russ, I was able to fabricate a little roof that Russ installed in the joint above the washed out area. That repair took the most time during the week. The other minor cracks in the remaining wall were easily cut out and repaired during the week. We focused attention on examining the entire wall and flashing around the rose window in an effort to determine why we still experience water infiltration on the interior during certain storm events when the wind blows hard. Russ resealed a few areas around the top of the window but did not find any obvious openings that would allow water penetration. On Friday, I had Russ raise the lift above to wall and for the better part of two hours hosed down the back of the wall where it meets the roof to see if we could get it to leak through the flashing but no leaks appeared on the interior. Ray, a representative from Scott's office was on hand to take pictures and examine the interior to search for leaks. None were observed. Before shutting down for the week I asked Russ why the area of the east wall required such an extensive repair after being repointed seven years ago. He said he went back and reviewed the final report submitted by the site supervisor indicating that portions of the east wall were not included in the major repair because the cathedral lacked adequate funds. The area we repaired was a portion of the wall that was not addresses seven years ago.

The chimney will need repointing next year and can be done using scaffolding. Scott indicated that the final report made at the completion of the project seven years ago recommended that we install insulation in the opening of the chapel sacristy fireplace to prevent warm moist air from going up the chimney during cold weather. To my knowledge the B&G committee never received that final recommendation. I have since installed four inches of rigid foam insulation in the opening covered by a layer of 1/4 plywood painted black. We will wait and see if this helps reduce further cracking of the mortar joints. We have yet to be billed from Scott for the wall repair. The initial estimate from Gnazzo was around \$11,000 plus Scott added a \$4,000 contingency just in case we ran into any complications. I sent Scott a text over the weekend requesting an invoice.

* Lighting Project-I met with Andrew, the tech for All Phase, last week. He had completed the wiring of the control unit and thought he would be finished by Friday with his portion of the project. He said the final step is to have the manufacturer rep come in to program the controller and touch pads. He said the initial quote had called for wireless touch pads but the order he received specified hard wiring. I asked about the upgrade of the fixtures in the nave and he said another team would need to come in with a lift to upgrade the fixtures to LED capacity. St Alban's, during their renovation, installed the same equipment and have had good service thus far. (While working on a door closer this morning I ran into Andrew and he received the incorrect wire from their supplier to complete the last touch pad installation. He indicated that he should be able to pick up the wire on Tuesday and return to complete the installation.)

* State Street Sign Update-I spoke with the Bishop over the weekend and he indicated that we could move ahead with the same wording on the sign regardless of what may happen with Loring House down the road. He said the cathedral will still be the seat of the diocese regardless of where the offices are located even if they decide to move and repurpose the building. Today I removed the St. Luke icon carving from the old sign so it can be repurposed on the new sign once a decision has been made. I hope we can get the new sign built and installed before the ground freezes, if approved by the vestry. The city planning department has already been on site and verbally approved the location of the new sign.

* Connector Roof-Curtis and I met with a repair crew from Horch Roofing on September 26. We found that several gallons of water was trapped between layers of rubber roofing. After slicing the top layer and squeezing out what water we could, new rubber was installed around the perimeter of the skylight curb in hopes of slowing down the water penetration. After the light snow the other day, the ceiling started to drip again around the skylight, but slower than before. The entire roof over the hallway and offices will need replacement in the spring. I estimated the project at around \$30,000. I think Tim received a firm estimate from Horch. The firm that Claire had contacted never showed up during the summer to replace the roof on the skylight side so Tim found a new provider who comes highly recommended.

* General Comments-Walking through the building on a regular basis my first observation is that we are experience mission creep. With the increase of need for those we serve in the community at the two pantries, space is becoming a premium for storage. I would like to see the chapter room maintained as a viable meeting space for small groups and free of storage items such as clothing and AA supplies that are stacked in the corner. After the undercroft rooms are cleared of donations for the fair we can revisit space utilization.

* Heating and Misc.-The boilers are up and running for the season after some minor service work was conducted. I replaced the filters in the blower units. Just a reminder that the boilers themselves have a life expectancy of ten years and are on year 14 I believe. Down the road the units will need to be upgraded. Tim is working on contracts to try to reduce expenses. He can expand on his efforts with specifics.

* Interior lighting-This last year we conducted a lighting evaluation receiving quotes on upgrading to LED fixtures taking advantage of State rebates. At the time the cost exceeded what the finance team felt we could handle. As a result, Curtis is trying to upgrade fixtures as the old fluorescent bulbs fail.

* Maintenance-General cleanliness and maintenance continues to be a concern overall. For years much of the daily repairs have been done with volunteers. With volunteers being in short supply it is imperative that we work to raise up additional folks to assist in this effort or consider hiring outside service folks. With the heavy use of the facility there needs to be regular attention to repair needs.

* Security-Someone cut the cable lock on the gate next to the dumpster. I was able to repair the broken lock that was originally on the gate but no one could locate the key. I purchased a hardened bike lock and secured the gate.

Organizationally Consideration-Serving on the B&G committee at St. Alban's, I make a recommendation that we consider realigning the role of the Jr. Warden at the Cathedral to be in alignment with other church leadership practices. Past practice has been to assign the Jr. Warden the task of not only overseeing the maintenance and repair of the building but expect that person to conduct much of the work. This has made it very difficult to find candidates for Junior Warden that have the skills and willingness to take on this role in such a large complex. I suggest that we might realign the position of Jr. Warden as a stepping stone and training ground for transitioning to Senior Warden. The Junior. Warden, at St. Alban's, attends monthly B&G meetings and serves as the pipeline to the vestry to facilitate discussion of proposed projects and work with the finance committee for financial support. Using this method, a separate B&G committee would need to be established with members focused on long and short term building maintenance and projects.

TO: Cathedral Lesser Chapter
FROM: Fred Fowler
RE: Proposed Cathedral Sign
DATE: 11/09/2023

On Monday, parishioner, Lin Parsons and I visited Southpaw Sign Studio in Falmouth to review the cathedral sign concept design generated by owner, Jenny Beck. She had visited the sight examining the existing sign and incorporating a number of the original design components into the proposed new sign. Jenny is recommending replicating the original text in 1/4 inch raised PVC letters mounted on 1/4 sandwiched aluminum plate framed in a new wood structure that incorporates the original St Luke icon and PVC molding similar to the original. Image 1 below is a close up of the proposed letter material set on a piece of the aluminum mounting board. Posts will be 10 foot 6x6 inch granite set in concrete. The letters will be painted gold with a black background. After a brief discussion we decided that the frame color should match the new color of the trim on Loring House. I will need to track down the name and color code of the trim paint. I think there was extra paint in the basement of Loring House.

Image 2 below is a rendering of what the sign will look like using the present color but with new granite posts. Image 3 is a rough rendering of where the sign will be place parallel to the driveway but will face State Street at an angle between the hedge and garden. The lettered side will be facing Loring House. The wooden frame will allow us to expand messaging by hanging a yet to be designed sign board under the main sign announcing events, service times, etc.

Southpaw bid the sign at \$5,555 which is a thousand dollars below two other design companies. The two competitors proposed using wood posts rather than granite. The bid includes the installation of the labyrinth sign but not the cost of making the message board and aluminum post which will mount on the existing 12 x 12 granite marker in the front yard near the Labyrinth. Jenny said the labyrinth sign and bracket should run about \$300 once a size and design has been finalized.

I request that the vestry make a decision whether or not to support the sign design allowing us to move forward with the project. The project will be funded with Living Stones money.

I look forward to your feedback regard the proposed design.