



St. Peter's Episcopal Cathedral

511 North Park Avenue

Helena Mt 59601

23 February 2025

MEMORANDUM FOR RECORD

SUBJECT: Chapter Retreat Minutes, 22 February 2025

1. Attending: Scott Leak, Sr. Warden; Chris Boyce, Jr. Warden; Vicky Tiberi, Clerk; Janet Kirkland; Ray Paige; Melinda Schell; Ron Gumbert, Treasurer; Manny Hoag; Sioux Roth; Beth Demmons; and Nick Jaynes. 7 Guests: Lizzie Carlson-Thompson & Sandy Gumbert.
2. Opening prayer by Lizzie Carlson-Thompson.
3. **A Motion** was made by Hoag, seconded by Boyce, to approve the 2024 Parochial Report. The motion carried unanimously. After the motion was accepted we discussed adding additional information to the report for the benefit of the second upcoming search. This should be done by 4 March.
4. Reports:
 - 4.1. Treasurer:
 - 4.1.1. Church has no outstanding loans; our Diocesan loan for the parking lot was paid off last year.
 - 4.1.2. Roger Reynolds was hired as the bookkeeper, for 18 hours a week with no benefits, on 3 February.
 - 4.1.3. All of our accounts have been transferred to Opportunity Bank. We now have a new credit card, through Opportunity Bank, that the bookkeeper has.
 - 4.1.4. The Secretary of State Annual report has been filed for both the church and the Endowment Fund.
 - 4.1.5. 19% of our operating fund is paid to the Diocese annually.
 - 4.1.6. The Chapter has not had input into previous Parochial reports. The treasurer started compiling it last November, and figures were hard to capture retrospectively. He recommended that they be collected monthly going forward.

4.1.7. The treasurer will set up a budget for the non-operating account (02). Committees need to submit what funds they will require for the year.

4.1.8. Power Church has been upgraded to version 14. Only two people can have access at one time. It should make determining our actual parishioner numbers and names much easier.

4.1.9. Our next audit is due by September 1st.

4.2. Junior Warden:

4.2.1. The new Junior Warden, Chris Boyce, introduced himself. He has a background in emergency services and hazmat.

4.2.2. He is compiling a list of needed maintenance requirements so we can prioritize them for the next Chapter meeting.

4.2.3. We still have not heard about the State grant we applied for to help with the elevator, but it is believed it does not have to be used within a certain time period.

4.2.4. A new outside door and frame will be installed leading to the undercroft. It will be a solid steel security door in episcopal red.

4.2.5. Due to the consistent boiler heat and very cold outside temperatures, there has been a lot of condensation occurring and water damage inside the church, and ice dams outside. An interim solution until we can afford to fix the roof would be to add blown insulation at a cost of about \$5,000.

4.2.6. We have an annual fire inspection, but past deficiencies have not been addressed. The Junior Warden is working on addressing these, including lights above exit signs, replacing the extension cord to the organ with an added outlet, and removing a lock on one exterior door. Our next fire inspection will be in April.

4.2.7. He and the sextant are currently working on refreshing the choir room. Items stored there have been removed and the walls will be painted. The paint colors being used in the interior of the church are church white and battleship grey.

4.2.8. He would like to have an emergency plan in place for ushers as we currently have no fire alarms or horns within the church. A fire drill will be practiced one Sunday at the end of the church service.

4.3. Search Committee:

4.3.1. Sandy Gumbert gave an update and recommendations from the search committee. After losing our one candidate, the search committee feels they are in a good place to reopen the search for a new dean. They would like to open applications from 10 March through 30 April. The search would hopefully be finished by September, in time for a new school year for any family members.

4.3.2. The Search Committee would like the Chapter's approval to start a new search. They would also like the Chapter to peruse the OTM profile, the Annual Report and the Parochial Report to ensure they are complete. They also would like to know our position on hiring a music director.

4.3.3. The committee also recommended hiring an interim rector for continuity. It would be the Chapter's responsibility to search, interview and hire the interim rector, and not the responsibility of the Search Committee. Apparently the Bishop does have an interim in mind if we act quickly.

5. **A Motion** was made by Jaynes, seconded by Paige, to pursue an interim rector. It passed with a vote of 7 to 3. A decision on the music director will be postponed until we get an interim dean.

6. Pastoral Crisis Phone: There is no longer a link on our office phone for people who have an emergency. This was originally there, but was lost when we changed phone companies. As the treasurer understands the phone system, he will add it to the options. The emergency phone was also changed and no longer has a message explaining what callers should do. This will also be addressed, and when all is in place we will send out an email and put inserts in the bulletin advising parishioners of the emergency number. It is 406-849-9040.

7. Chapter Responsibilities:

7.1. The church committees were organized under the following broad categories; chapter volunteers to oversee each category are listed beside them:

7.1.1. Worship — Hoag & Schell

7.1.2. Christian Formation — Demmons

7.1.3. Shepherding — Roth

7.1.4. Stewardship — Boyce

7.1.5. Outreach — Tiberi

7.1.6. Communications — Leak

7.1.7. Buildings & Grounds — Boyce, Janyes, & Paige

7.1.8. General Recordkeeping — Leak

8. Ongoing business:

8.1. Each Chapter member should look at the OTM profile, Parochial Report, & Annual Report and fill in any data for their sections by 3 March.

8.2. Leak will be gone the first week of March, returning 10 March.

9. The meeting was adjourned in prayer by Schell.

Vicky Tiberi
Clerk

A handwritten signature in black ink, appearing to read 'S. Leak', with a long horizontal flourish extending to the right.

Scott Leak
Senior Warden