

Trinity Church Pawtuxet  
Vestry Meeting  
January 13, 2026  
Minutes

In Attendance:

Mother Susan Wrathall

Class of 2025: Ann Walter-Treasurer, Bill Caldwell, Donna Tobin

Class of 2026: Carol Deming, Ginny Simms- Secretary/Clerk

Class of 2027: Rob Duncanson- Senior Warden, Vickie Ancona, Alyson Aharonian

Absent: Kevin Cliff, Frank Castellone (leave of absence)

Meeting opened with a reading from BCP: At the Close of Day

Minutes: December 2025 minutes were sent ahead and reviewed. Motion to accept (Donna), seconded (Carol) and unanimously approved.

**Motion:** Motion to accept the 2026 Clergy Housing Declaration as an addendum to the 2025 December 2025 minutes (Carol), seconded (Donna), unanimously approved. The declaration and the corresponding email vote will be added to the archives.

Correspondence: Ginny shared a thank-you note from the Edgewood Food Pantry. Trinity donated 259 pounds of food in the month of December.

**Reports:**

**Senior Warden:** Rob Duncanson reported on the following property matters:

- Yearly elevator inspection completed. There are some minor repairs that were noted. The elevator company will be giving quotes to the property committee for the repair.
- The back door in the administration wing needs to be repaired by the lock smith. There is a problem with the lock which may/may not be related to the door closure. The locksmith is also working on completing the front door project- awaiting parts to come in.
- The hot water heater was replaced due to leaking. The cost: \$1,500. The boiler room door also will need the attention of the locksmith- currently the room is locked but has to have easier access.
- There is a new leak in the choir room ceiling. The roofer will be coming out to inspect. This leak underscores the building envelop survey and master plan.

**Priest-in-Charge:**

Mother Susan explained that the current procedure for church expenses is for the vestry to vote on any expenses over \$1,000. The emergency nature of the leaking hot water heater and the increased cost of any repairs warranted discussion on changing the protocol.

**Motion:** For any emergency, defined as a situation/problem needing attention within 48 hours, the priest may spend up to \$5,000 prior to any other vestry approval (Carol), seconded (Vickie), unanimously approved.

*Narrative Questions for Parochial Report.* The three questions were reviewed. As they are optional as well as the same questions from last year's report, it was determined to leave them blank. The vestry may have different answers after the vestry works on its core value workshop with Canon Dena this year.

*Nominating Team:* Mother Susan reported that the team (comprising Rob, Vickie, Bill, Donna) have extended invitations to two parish members for serving on the vestry. They have said yes pending the parish vote at the annual meeting. The team is still waiting for responses for a third vestry member of this class.

The nominating team is also looking for a two-year term junior warden. Mother Susan invited those currently on the vestry to think about stepping into this role. The junior warden role has been separated: the property obligations are now under the property team.

The role of the junior warden:

- Support the senior warden
- Procure office supplies, approx. 3 times/year
- Procure coffee hour supplies, as needed
- Empty the trash and recycling weekly
- Facilitate the rentals of the church/parish hall (unlocking/locking doors, lights check, etc)

The criteria for vestry:

- Regular contribution to church (pledging)
- Regular church attendance
- Received in the Episcopal church

It was suggested that the descriptions for the junior warden and criteria for vestry be put in the annual report. Also, at the annual meeting, there will be a vote for Ann Water to continue as Treasurer. The annual meeting is February 1, 2026 after a combined 9 am church service. It will be a potluck brunch.

*Plan for Lent:*

- Lenten program- Sunday evenings: soup/salad and study of the book- Liturgy of the Ordinary.
- Thursday Bible study in morning with repeat at 6pm.
- Road to Emmaus- led by intern Delight Bucko (Sundays after church), for children and parents
- Saturdays: Episcopal 101- especially for those who want to be received in the Episcopal church
- Plans for instructed Eucharist for congregation which is to support the children's learning- all in preparation for the Bishop's visit on May 3rd, when the children will participate in leading worship

*Dates of Note:*

- Annual reports are due. Mother Susan plans to have the annual report printed and available by Sunday, January 25.
- Traces of the Trade: January 18- 2pm. It was discovered at the end of the meeting that there is a football game at 3pm which conflicts with the timing of the film. In order to have maximum attendance, Mother Susan will speak to the organizers about changing the date?
- Education for Ministry retreat at ECC: January 23-25, 2026 (Fr. Bill Locke will cover that Sunday for Trinity)
- Annual meeting- February 1, with combined 9am service
- Core Values Workshop- Saturday, March 21, 2026. 9-12pm followed by lunch.

**Treasurer:** Ann Water presented the 2025 Budget vs Actual & 2026 Budget (final) report. Trinity ended 2025 with a surplus of \$20,124. This was due to the fact that we had an increase in (budgeted) income and a decrease in (budgeted) expenses. The 2026 budget reflects the actual pledges and is anticipated to have a short-fall. A good portion of that is due to the added expense of a parish administrator position. Per Episcopal by-laws, the administrator should be a non-member. The pledging units for 2026 are down from 2025: In 2025 we had 61 units and in 2026, 57 units so far.

**Motion:** Motion to accept 2025 Budget vs Actual & 2026 Budget (Final) as presented (Carol), seconded (Rob), unanimously accepted.

**Adjournment:** The meeting was adjourned by a blessing by Mother Susan.

Respectfully Submitted,  
Ginny Simms

**Next Regular Vestry Meeting: February 10, 2026**