

Trinity Church Pawtuxet  
Vestry Meeting  
February 10, 2026  
Minutes

**In Attendance:**

Mother Susan Wrathall

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

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

Class of 2028: Cindy Castellone, Jeannette Hogan, Bob Whittaker

Absent: Kevin Cliff

Meeting opened with a corporate reading from BCP.

Minutes were sent ahead and reviewed. Motion to accept as written (Carol) seconded (Vickie), unanimously approved.

Correspondence: Ginny Simms shared a thank-you card from Tom Hoban, our vocational deacon, expressing gratitude and thanks for all that Trinity did to prepare him for his ordination in September 2025.

**Reports:**

**Senior Warden:** Rob Duncanson shared the following property report:

- The Property Committee is getting quotes for air-conditioning in the administration wing.
- There is a new roof leak in the choir room. Roofers to assess once the snow and ice are gone.
- Still awaiting parts for the front church door in order to complete the crash bar installation. Once the parts arrive, the locksmith will also complete the installation of two inner door closures for the back door.
- Per the church insurance requirements, the biennial boiler inspection was completed. The plumber corrected two issues: lengthened the flue for the hot water heater; installed heated electrical tape on another pipe.
- HVAC system was repaired- cleared a clogged filter and output duct.

**Priest-In-Charge:** Mother Susan reported on the following:

- Mother Susan and Margaret reviewed the cleaning schedule with the cleaners. Decided to change the cleaning days of the week as well as add an extra floor wash each month. The additional monthly floor wash will increase our cleaning expenses by \$55/month.
- Mother Susan has accepted Frank Castellone's resignation. There is a two-year term to fill. Mother Susan has an individual she will plan to ask. Mother Susan discussed the filling of the Junior Warden position and how we might have to divide up the job responsibilities among vestry members. She has one more person to ask about this position before that would happen.
- Mother Susan handed out the 2025 Parochial Report. Vestry members reviewed and noted some edits which Mother Susan will correct. It was suggested that it might be beneficial

(upcoming strategic planning) to see comparable reports for our diocese- e.g. parishes in the general area of Trinity.

**Motion:** Motion made to accept 2025 Parochial Report as amended (Bob), seconded (Cindy), unanimously agreed.

- Lent Programming:
  - During Lent, worship will begin in silence. We will also use the contemporary Lord's Prayer- just a slight change in the wording, which may give new meaning/insight to worshippers.
  - Sundays in Lent: Liturgy of the Ordinary- 6-8:30pm: soup and salad supper, program, compline.
    - Thursdays in Lent: Gospels of Holy Week- 9am and 6pm, March 5,12,19,26
    - Fridays in Lent: The Way of the Cross- 6pm
    - Inquirers' Class: Saturdays in Lent, 9-10:30am March 7, 14, 28
    - Road to Emmaus: Youth Exploration of the Eucharist
      - Sunday, Feb 22, 11:15-noon. "What is the Road to Emmaus?" for youth and parents/grandparents.
      - Sunday, March 1, 11:15-noon, "Godly Play Eucharist".
      - Sunday, March 8. 11:15-noon, "Liturgical Roles in worship".
      - Saturday, March 14, time TBD, "Baking communion bread" and rehearsal for Sunday
      - Sunday, March 15, 10 am. Youth take over the service.
- Our seminarian, Delight Bucko's last day with us is April 15th. Mother Susan has plans for a parting gift for her.
- On Sunday, February 15th, we will hand out an Ash Wednesday pamphlet in preparation for that service, February 18th.
- Annual meeting/report recap: Mother Susan asked for feedback regarding the annual meeting and report. It was noted that Mother Susan had added parts of the baptismal service under the appropriate report heading, to remind parishioners that our work is more than just "a business".
- Fundraising: This year we will need to have a fundraiser. Mother Susan asked for a volunteer from the vestry to be the liaison between the fundraiser team and the vestry. There were some people who volunteered with ideas for fundraising on a recent survey that Mother Susan will contact to form a team.
  - Our music director, Alan plans to offer another talent show this coming year. One of our tenants: Guitars for Vets plan on participating.

**Treasurer:** Ann Water presented the Vestry Actual to Budget January 2026 report. She noted that due to two Sunday snow days, not all the deposits for the month were made. She also noted:

Under revenue:

#40510: Some of our lease income came in later and is not included in this report.

#40360: Holy Day offerings: received some Christmas offerings in 2026 (\$5).

#40540: Due to the snow days, did not deposit any grocery card revenue

Under expenses:

#51430: Parish Administrator: the position hasn't been filled yet, no expense.

#51472: Natural Gas expense is higher than budgeted, but generally evens out during the summer months.

#51579: Building cleaning. Less than budgeted due to the application of funeral- sexton fees. (Sexton fees of \$100 are given to Trinity from the funeral director.)

**Motion:** Motion to accept report as presented (Cindy), seconded (Jeannette), unanimously agreed.

***New Business:***

- New Vestry members will have to complete Safe Church by the end of March. There is an offering of an in-person program as well as online.
- Mother Susan shared that she hopes to have a parish administrator in place in April. Per best church practices, it is recommended that the parish administrator not be a church member. The position will be for 9 hours/week at a rate of \$30/hour. Mother Susan has a person in mind but is waiting for confirmation.
- Sue Hinckley, Outreach committee has asked that Trinity make a donation in memory of Susan Ursillo, the coordinator for the Edgewood Ecumenical Food Pantry who died suddenly.
  - **Motion:** Motion to donate \$500 to the Edgewood Ecumenical Food Panty, in the memory of Susan Ursillo (Bob), seconded (Jeannette), unanimously agreed.

***Old Business:***

- Ginny Simms asked about the status of the CPR/First Aid training for the nursery workers (November 11, 2025 minutes). Rob and Mother Susan will discuss with the nursery workers about taking a course (American Heart Association) if they haven't done so already. The church budgeted the cost for classes for them.

The meeting was adjourned with a benediction by Mother Susan

Respectfully Submitted,  
Ginny Simms

**Next Regular Vestry Meeting: Tuesday, March 10, 2026 @ 5:30pm.**