

Dear Vestry,

Here are some very specific points for preparation for tonight's conference call at 7:00 p.m.

1. In a teleconference with priests today, Bishop Budde said firmly enough that she expects no one to be laid off during this shutdown period. While it was not a hard order, it was clear enough. This tells us that employee salaries, utilities, and basic necessary expenses should be our focus. Discipline needs to be applied to all other spending. Here's a big reason why . . .
2. Our first shutdown Sunday, March 15, left us \$8,000 to \$12,000 short of income. An ordinary Sunday brings approximately \$18,000 and we simply did not get to that point. We received online amounts from parishioners who participate that way, but we did not receive the checks normally provided. There is no reason to think upcoming Sundays will be different unless we take action in some way.
3. We need to encourage our people to provide their checks to us. We also need to plan ahead about physical checks being processed, in the event our entire community is asked to stay home and not go out.
4. Additionally, Easter is in the midst of the prescribed shutdown period. Smythe reports that our typical Easter Sunday brings about \$33,000 to \$35,000. We should not expect such a total, but what can we do to get close? The clergy have been planning that "Easter Sunday" will be celebrated whichever Sunday is our first back together. Full choir, fanfare, foods, flowers, and more! It will be a hugely uplifting time.
5. You can see this is a two-sided problem: Increasing income while decreasing all unnecessary spending.
6. As a Vestry, you should know that two employees have offered to forego their salaries to help pay employees in more dire need. Patty and I would be willing to do so in addition. Todd pointed out that our crises should not be managed on the backs of our employees and he is right. Yet, I thought you should know about the hearts of our staff. Who knows, it may come to that.
7. It may be that Kingdom Campaign funds, the funds from estate bequests, or other moneys might need to be marshalled for our purposes if this shutdown goes on too long. .
8. In this regard, the Vestry may wish to put a freeze on all building improvements, except for necessary repairs and cleaning. We may also wish to scale back our cleaning crew since our building is empty these days.

That's all I have for now.

We'll be talking about many of these things at 7 tonight.

God bless you all.

Ed+