

Christ Church Vestry Minutes
February 08, 2007
7:00 PM

Present: Linda Boyden, Sandy Durgin, Brandon Elliott, Andy Johnston, Bruce Kallos, Leslie Kelly, Alexandra Kirtley, Tilly Maassen, Rosanne Miller, John Price, Dana Robertson, Wil Sherk, Doug Yago

Absent: Bryan Keenan

Also Present: Jennifer O'Connor, Steve Boyden, Bill Field, Wendy Porter

The Senior Warden opened the meeting at 7:04 pm; opening prayer provided by Brandon Elliott.

Search Committee

Steve Boyden and Jennifer O'Connor reporting. Upcoming steps were reviewed. The Christ Church Profile and the Diocese of Delaware Guide for Parishes in Transition were distributed. We reviewed the process from this point forward and the roles that the diocese and consultants play. Steve highlighted some specific parts of the guide, including the details of how candidates are identified. It was noted that we chose not to advertise in the national church print media, since that is not generally where final candidates are found. On February 20th representatives from our search committee, the Deployment Officer and a member of the diocesan Standing Committee will begin to cull the list of potential candidates. Approximately 6 names will be submitted to the full standing committee on March 27 for approval to begin the interview process. April-May will be the period in which candidates will visit us, prior to search committee visits to their parishes. The Search Committee is developing an interview guide. Our goal is to call a new rector in June but that is not a requirement. More discussion followed concerning the actual interviewing process and the need to research candidates thoroughly, doing a total 360 degree review. Steve and Jennifer requested that the Vestry be on notice as dates for vestry access to candidates may be issued on short notice; these meetings/receptions would probably be scheduled for Friday evenings.

Minutes from the January 8th meeting were approved.

Campaign Steering Committee

Andy Johnston reporting. Skip Schlafer has completed his term as our on-site consultant and left today, although Skip will be available to us by e-mail and phone. The Vestry acknowledged Skip's tremendous dedication and many contributions to the campaign and Christ Church. Skip's duties and work are being transitioned to the committee and church staff. \$2,391,718.80 has been pledged so far from 78 families. In addition to Mrs. Down's bequest, we have received payments of about \$250,000 to date. We currently have about 50 parishioners making calls; the current need is to recruit more callers and to continue with and increase the number and frequency of calls. It was agreed that names of those who have made donations to the campaign as well as campaign volunteer callers will be listed in the Sunday Bulletin biweekly. There will also be a large poster showing the status of the campaign visible in the parish. Andy and Lu Johnston are available to answer any questions and respond to any issues that arise during campaign visits. There is "high level" information in the brochure concerning the projects to be funded by the campaign; additional data is available to answer specific questions that arise.

Buildings and Grounds

Linda Boyden reporting. A history of Vestry action on facility projects was distributed and reviewed, going back to 1999 (Addendum 1) when the need for a handicap bathroom in the church was first discussed. In May of 2005 the Vestry approved moving forward on this project. The capital needs summary for 2006/07 was discussed (Addendum 2). Bids for upcoming construction needed updates from 2006 numbers. Subject to confirmation by the general contractor, the total proposed for 2007 is \$1,717,500, and cash flow needs for the next 12 years were discussed. Although we don't know exactly what the use of the Rectory will be in the future, we do know that work will need to be done on the house. Discussion followed and the Buildings and Grounds Committee asked for approval now to move forward with two specific 2007 construction projects: the narthex addition and stone restoration. \$250,000 is the cash balance, and it is expected we will receive \$490,000 plus an addition \$360,000 pledged for 2008 totaling \$1.1 million (based on pledges as of February 7, 2007). The committee feels strongly that we should move forward now with the approved projects, showing good faith to those who have pledged and contributed this year. The challenge of managing the contracts and cash flow for the year was discussed. It was reiterated that although our June 1 campaign goal is \$4 million, the ultimate goal of \$5.8 million to meet identified needs still exists. Bruce Kallos moved that we authorize the Buildings and Grounds Committee to go forward with a letter of intent to contract for the church narthex addition and the stone restoration, and that the Finance Committee bring to the next Vestry meeting details and options for managing the construction finances and options for this and additional work. Wil Sherk seconded, and discussion followed. The motion was passed. The decision whether to proceed with the remaining projects for this year will be made at the March Vestry meeting.

Finance Committee

Susan Casscells gave a year-end report for 2006. A 2007 timeline of the committee's work was distributed and reviewed (Addendum 3). Decision criteria for the budget process are being developed by the committee, and a proposal will be forthcoming to the Vestry in the spring. The year-end financial summary was reviewed and because of lower than budgeted expenses, we ended the year within our budget. Also reviewed was an analysis of pledge results from 2006, thanks to Ned Jackson. It was noted that a number of parishioners did not give their full pledge for 2006. They have received letters, and it was suggested this might be an additional topic of discussion during their capital campaign calls. The annual financial town meeting is scheduled for March 11th at 4 pm.

CCEP

Doug Yago reporting. One board member has resigned, and two others rotated off the board. Tilly Maassen and Bruce Kallos are new board members. Catherine Sielski has accepted the position of permanent Head of School and was commissioned at last Sunday's 9:00 am service. It was noted that her appointment was well received by the parents and teachers. The preschool board was commended for their excellent communications to the parish and the community. The school is at full enrollment for the fall 2007 academic year.

Children and Youth

Sandy Durgin reporting. Sandy reviewed the newly formed committee and discussed highlights of its first meeting (Full notes were distributed: Addendum 3). A big part of the committee's discussion centered on the drop in church school attendance. Discussion followed. The committee will be analyzing all aspects of education for children and youth on Sundays and making recommendations, with the recognition that with a new rector coming this year, major changes would not be likely.

Election of Convention Delegates

Dana Robertson will continue as the delegate to the diocesan convention.

Tasks for Vestry and Interim Rector to be completed by June

JP will work on this with our wardens in the near future.

Year of Peace Update

Bill Field reporting. Parishioners have been signing up for the March 2/3/4 Culture of Peace leadership training retreat; 20 are attending so far. Three instructors will be on hand to lead that. Lloyd Casson was here for the last Sunday of January to kick off the year. A document will be put together recording all that we are doing for this project. It was requested that a separate page be set up on the parish website. The Perkinses will be here for February. March will bring more teaching and discussions from a national perspective, with Mark Harris and Ed Godden visiting. Bill Field revisited the theme of peace and the idea of working at being open in times of conflict; our hope is to end the year with some permanent change in the way we deal with one another. A community-wide youth event is being planned for the fall.

New Business

John Price discussed the lack of contract with our Organist/Choirmaster. A contract is standard in churches with full-time musicians. The Personnel Committee decided to defer that until the new rector is here.

Clergy Reports

John Price noted that Skip Schlafer brought very special gifts and commitment to Christ Church; we benefited greatly from his leadership during his time here.

Sensing the Spirit

Closing Prayer, Brandon Elliott

Adjournment at 9:22 pm

Respectfully submitted,

Dana Robertson, Clerk

Next Meeting is Thursday, March 8th at 7:00 pm.

Addendum 1

History of Vestry Action

On Current Facility Projects

- 1999 Need for handicapped facility on 1st floor in church first discussed in general terms. Subject shelved due to being in midst of campaign for parish house addition.
- 2000 Early in year architect (Moeckel/Carbonnel) did rough sketch of how it could be placed. Top-of-head est. by Snyder Crompton rep at that time was \$500,000.
- Feb. meeting - a discussion was held concerning a feasibility study for roof replacement, stone repair and church additions. Project deferred after study approved.
- 2001 Building and Grounds obtained additional schematic designs for church additions by 2 other architects; drawings shared with vestry members.
- 2002 Jan. - lengthy discussion held on creating HC bathroom facility in church. No decision
- 2002 July - \$200,000 designated for roof and construction fund with aim to put in \$40,000 to \$50,000/yr for next 7-8 years.
- 2003 May - Architects assessment (set of drawings, photographs, and specifications to detail necessary improvements) of roof and stone condition was presented.
- 2004 July - Vestry discussed and approved \$1,150,000 for roof work, stone repair and wall re-building. Also discussed inclusion of HC B and vestibule additions to church. Postponed decision on financing until fall.
- 2004 Dec. - Vestry approved \$14,000 for design work on new additions to church.
- 2005 March - Presentation of estimates for all projects. No decision.
- 2005 April - Vestry approved \$89,000 for completion of architectural/construction drawings, bid documents, site drawings, legal fees and county requirements.
- 2005 May - Vestry approved church additions and all roof and stone repair work.
- 2005 June - Decision made that funding for projects to come from Capital Campaign if pledge increases not large enough. (Presentation boards were shared after services each Sunday to gather input and open communications.)
- Nov. - Final estimates for projects shared with Vestry; discussed funding options. Capital Needs committee formed to work with B & G to capture future projections.
- 2006 Feb. - Vestry decision made that critical safety projects: church roof, buttress cap work, parish house wall and rear flagstone replacement would be done in 2006. Church

additions, parish house & garage roof replacement and stone repair would be done in 2007. Approval was given.

Over the remaining months of 2006, town meetings, focus sessions, and informal coffee hour review of presentation boards, were organized to clearly communicate the needs and generate support. Decision to bring in professional fundraising consultation was approved and silent phase of capital campaign and annual stewardship began.

2007 Feb. – Proposal to move forward with the projects for 2007 presented; funding options and status of campaign reviewed.

Addendum 2

Christ Church Christiana Hundred
Stone Restoration, Roof Replacement & Church Additions

Capital Needs Summary

Revised February 7, 2007

Completed in 2006: \$ 716,500

Church Roof
Church Buttress Caps
Parish Hall Rear Terrace Replacement
Parish Hall Retaining Wall/Railing
Architectural & Engineering Fees

Proposed for 2007: \$1,717,500*

Church Additions	\$ 640,000
Parish House and Garage Roofs	\$ 385,000
Stone Restoration	\$ 175,000
10% Contingency	\$ 120,000
Architectural & Engineering Fees	\$ 30,000
Playground Allowance	\$ 187,500
Campaign Expenses	\$ 180,000

*Capital campaign budget for 2007 scope is \$1,750,000

Identified Greater Needs for 2008-2020+: \$3,350,000**

Capital Maintenance Items (To be funded by Maintenance Endowment)	\$3,000,000
Rectory Renovation Allowance	\$ 250,000
Outreach Project	\$ 100,000

**Current commitment to raise \$1,575,000 for greater needs from capital campaign pledges and repayment of bequest, leaving a balance of \$1,775,000 to raise after 6/1/07. Full campaign need totals \$5.8 million.

Addendum 3

Christ Church Christiana Hundred Children and Youth Committee Meeting Thursday, February 1st, 2007

In Attendance: S. Anderson, L. Barton, C. Cucuzella, B. Deane, S. Durgin, E. Elliott, A. Friz, S. Kapadia, C. Kelly, A. Kirtley, C. Koenig, R. Morgan, B. Price, W. Porter, K. Seeman, D. Yago

1. In the beginning... the Genesis of this committee

At our fall retreat, the Vestry identified four areas which we wanted to focus on this year: finances, capital campaign, preschool, and children and youth programs. It was felt by some of us that recently there had been a tremendous focus on adult education without much attention paid to Christian education for the younger set. During the last year, a change in personnel occupying the position of Director of Christian Education has occurred. Sandy Anderson took over from Sister B.J. and will only be with us until May 1st. Elizabeth Elliott has been working with Sandy on a part-time basis. Wendy Porter is open to moving to a different position should her dream job be offered to her. All this transition has left the children and youth programs in need of some attention and evaluation.

2. Some initial thoughts which Doug Yago, Alexandra Kirtley and Sandy Durgin developed during our initial meeting to set up the committee were read. These are by no means the only goals, just a starting point for discussion.

- a. Have conversations around our ability to introduce aspects of liturgy specifically appealing to children and youth, i.e. music.
- b. Increase attendance from _____ to _____ (or a percentage?)
- c. Committee appointed to
 - i. Take an inventory of what we do well with youth and children
 - ii. Increase satisfaction of teachers and leaders
 - iii. Look for best practices for:
 - a) Youth- 6th grade and up
 - b) Children- 5th grade and down
- d. Write a vision for children and youth ministry that would include:
 - i. Liturgy- look at alternate forms that are meaningful to younger ones
 - ii. Engage children and youth in the life of CCCH
 - iii. Engage more youth and children in Sunday school
 - iv. Retain more youth and children in Sunday school
- e. Look at governance models, i.e. resurrecting the church school education committee and a youth education committee

3. Attendance and Program Ideas

Doug Yago passed out his spreadsheet of church attendance from an adult down to nursery level. Admittedly, these numbers are not complete, but the consensus of the room was that church school numbers are down.

Naturally, this apparent downward trend sparked a lively discussion. We identified several reasons that may have influenced this trend.

Service schedule change – with the current programming, many families seem to feel that they do not have the desire to devote two hours to church. Some have difficulty dealing with squirming and chatting children during a time which is “supposed” to be reflective.

Clergy transition- We are in a time of change in our clergy. Some people are seeking a more stable community.

Former Rector- Some people feel that the former Rector may have driven some parishioners away who are staying away and have not been invited back. Will they return later?

All of the above factors may be the cause of our lower attendance numbers, but all assembled agreed that a survey of families, teachers, leaders, and kids is needed. This survey would take different forms depending on the group to be surveyed. Paper, phone or person-to-person methods can be used. The children and youth committees will decide on the best approach for their use. Perhaps, some initial questions:

Understanding why people are leaving after the church service?

Are we meeting the education needs of all adults?

What are the demographics of the current adult education participants?

Do our teachers and leaders have the proper support and materials that they need?

Do the teachers and leaders have the initial training and the ongoing instruction they require?

Can we build a community outside of a traditional church service and academic setting?

What are parents looking for in a church school/ youth program?

What are kids looking for in a church school/youth program?

Several of these questions may appear to venture into areas that are not under the auspices of this committee. But, we felt it was important to understand whether the parents of church school participants are availing themselves of Christian education. Do we need to suggest topics to the adult education committee that may be more attractive to these parents? One suggestion: Bible 101- basic instruction in the Who, What and Why of the major stories of the bible. Children may learn them in Sunday school, but parents may be uncomfortable discussing them with their children because they lack a church school foundation.

Our general premise is not to reinvent the wheel. We would like to speak with other parishes, Episcopal and others, who have thriving church school and youth programs. Web searches and conversations with our own diocese as well as the National church may be of assistance. Our anticipation is to look at both the immediate needs of our children as well as visioning for the future. Can we articulate our vision for the new Rector?

It was identified that with low attendance comes a decrease in the morale of the children, less friends to play with, and the teachers/leaders, a great deal of preparation for few children. So, how can we change this trend?

Other suggestions/upcoming events

February 11th- Spaghetti dinner for 3rd, 4th and 5th grades

February 11th- Go-Carting for youth groups

Ideas: Dinner on a Sunday evening once a month or every other month, start early at 4 p.m., play games, no education, just fun

Dinner with education for adults and games for children

4. At the conclusion of the meeting everyone signed up for either the church school or youth committee. There is much work to be done, but everyone is enthusiastic and excited to make a difference in the lives of our children.

Respectfully submitted,

Sandy Durgin