

Christ Church Vestry Meeting Minutes June 9, 2011

Present: Wilson Anthony, Ted Cover, John Crossan, Rebecca Durgin, Betsy Field, Wes Jones, Ruth Kirk, Roger Kirtley, Martha Lankford, Jennifer O'Connor, Cathy Parsells, Gina Pike, Rich Tucker

Also Present: Russ Bohner

Absent: Barbara Cairns

Minutes from May were approved as amended.

The meeting was called to order by the Rector at 7:02 PM.
Opening prayer offered by Wilson Anthony.

Reorganization of Vestry

The Rector reviewed the three vestry organization clusters—Spirit Life, Stewardship, and Service to Others. Cluster representatives gave a brief overview of the ministries and programs under each cluster heading. New vestry members asked questions that were fielded by various members. Continuing vestry members have an option of remaining in their current cluster or rotating to a new one. The Vestry is represented on several committees, and Ruth described her work with the junior and senior wardens.

Election of Junior Warden

Wilson Anthony and Wes Jones were nominated. The nominees discussed their spiritual background, other parishes where they have been active and served, as well as interests and involvement at CCCH. Wilson Anthony was elected as Junior Warden, serving on the Stewardship Cluster.

Cluster Assignments

Stewardship: Ted Cover, Rich Tucker, Wilson Anthony, Wes Jones

Service to Others: Martha Lankford, Barbara Cairns, Gina Pike, Rebecca Durgin, Ann Wick, Roger Kirtley (who will also be the Preschool representative for the Board of Trustees)

Spirit Life: Betsy Field, Jennifer O'Connor, Cathy Parsells, John Crossan

Cathy Parsells will serve on the Finance Committee as the class of '14 representative; Wilson Anthony will represent the vestry on the Buildings and Grounds Committee.

Stewardship: Wes Jones (see Addendum A)

Our accounting firm reviewed the audit and letter to the Vestry. No issues were reported. The Personnel Committee and the Finance Committee have proposed that CCCH switch from the defined benefit pension plan to a defined contribution pension plan. This would be for current, non-vested employees and all future employees, effective 7/1/11. For the pension benefit, CCCH contributes 5% and will match employee contributions up to an additional 4%. CCCH will fund the existing employee's pension at 9% from date of hire to the present. Rich moved, John seconded a motion to

accept Finance and Personnel recommendations to set the catch-up percentage at 9%. The Contingency Fund will be used to pay for this. The motion carried.

The Finance Committee will be recommending that we invest a portion of our Temporary Restricted Funds into an interest-bearing account or fund.

18 parishioners attended, including vestry and committee members, the financial town hall meeting, and there were good questions and discussion. It was suggested that the financial report be posted to the parishioner section of the website. A letter of agreement is finally signed between CCCH and Bill Owen.

Service to Others: Martha Lankford (see Addendum B)

Russ' suggestion of offering pastoral care continuing education was well received. The new chairs of the Outreach Committee are Tomoko Werbe and Kyra Marcin. The CCEP Board of Directors met and resolved to increase the number of Trustees from 12 to 15 over the next three years. The Vestry approved the new slate of candidates. Enrollment is strong for 2011/12. A second Pre-K class has been added, and the Cherub class has been eliminated. All teachers are returning; salaries were increased to be more in line with the existing scale. A pension benefit will be offered in 2012; health insurance benefits are not being offered at this time. Global Missions highlights were reviewed by Gina Pike.

Spirit Life: Wilson Anthony (see Addendum C)

Bishop Turner will be presiding and confirming on Pentecost; 18 youth and three adults will be confirmed. Bishop Wright will make his annual visitation on Pentecost 2 (June 26) and will confirm/receive 10 and baptize one.

90-Day Bible Prayer Challenge: Russ Bohner

90 passages, 90 days, 20 minutes a day. 131 parishioners have signed up, plus seven others. We will video Russ' presentation on Sunday and post it to the website. We will test this with four segments and see if it's viewed and used. Russ Bohner and others at CCCH created and published the resource material for this program. It follows the discipline of St. Ignatius. The hope is that we will share and coordinate the Bible in 90 Days to the diocese at large in 2012.

Labyrinth: Betsy Field

As of June 6, 2011, \$81,056 is in hand, so our budget has been met. All donors' names will be inscribed in the book of remembrance located in the narthex. At the next labyrinth meeting, some design modifications will be discussed. Under consideration will be other options for the paths to the labyrinth. This could result in less maintenance in the future. Ruth indicated that the parish response and written notes have been positive and very moving. The Bishop will bless the pre-construction site when he is here on his annual Visitation. Once complete, several events will be planned. It was suggested that we create or use a short video about the labyrinth to post to our website.

Warden's Report: Ted Cover

Ted discussed vestry culture and how we can be most effective as leaders. Looking at decision making, communications, and respect for each other's talents and our own talents, will lead to wise decisions; we should then be supportive of those decisions. The *Vestry Resource Guide* (Episcopal Church Foundation) was distributed to new

members. Ted discussed visioning, sharing ideas openly, discussing and making decisions. Ted highlighted a section about communication and effective management. He underscored respecting others and working as a team, always with open communication, respect, and support.

Rector's Report

Today, there were over 100 people at a prayer vigil for a Tower Hill student now in heart failure and in intensive care; our Adornment Committee had already prepared the church for Pentecost. The Rector expressed her thanks for their work. Ruth leaves for her second Credo retreat, whose mission is to promote clergy wellness. She will be away from 6/13-6/20 at a Florida retreat center. The Rector noted that in spite of the season, things are not slowing down. Outdoor services are planned for July 31 and September 4, as well as the annual Blessing of the Animals on October 2. She gave a reminder that the August vestry meeting is cancelled. Also a reminder that the vestry retreat is the weekend of 10/21-23.

Other Matters and Final Thoughts

John Crossan was asked to serve on the Bishop's committee to discern a new companion diocese.

Ruth led the Vestry in devotion, focusing on Pentecost and the Holy Spirit.

Closing prayer by Wilson Anthony.

Meeting adjourned at 8:53 PM.

Respectfully submitted,
Dana Robertson, Clerke

ADDENDUM A – Stewardship Cluster Report

FINANCE COMMITTEE – Bryan Keenan

May meeting:

- Jeff Elwell of our audit accounting firm Belfint, Lyons & Schuman, P.A., reviewed this year's audit and letter to the Vestry. The audit went very well with no issues reported. The auditor commended the staff, especially Keith Dawson and Mike Sayer. A copy of the report and letter are on file with the business office.
- Changes to the CCCH pension policy were reviewed, and the committee fully supports the recommendation to switch from a defined benefit pension structure to a defined contribution structure for all non-vested staff and the implementation timing of July 1, 2011. For currently employed staff, the church contribution will be retroactive to their date of employment.
- After recommendation from Ned Jackson and preliminary analysis by Keith Dawson, Bruce Kallos, and Ned, it was decided to establish an ad-hoc committee to look at investing a portion of our Temporary Restricted Funds to provide interest income. Bruce will lead the committee with Ned and Keith and at least one other parishioner.

Financial Town Meeting:

This meeting was conducted this past Sunday at 4:30 PM in the Parish Hall with members of the committee presenting summaries on all areas of responsibility from pension committee, endowment, pledging and giving, capital projects, operations budget, and fund balances. The new Senior Warden provided an introduction and overview. Speakers included Hal Schneikert, Bruce Kallos, Ned Jackson, and Bryan Keenan. Attendance was sparse with more vestry and committee members than parishioners, 18 total. The meeting was well received. We had good participation and questions including those related to the cost of our investments, active vs. passive investing, choices and outlook of investment providers, and a recommendation we conduct this meeting next year after church to improve attendance. It was

also a good review for the attending new and current vestry persons. A copy of the presentation slides was provided to the clerk for the record.

STEWARDSHIP COMMITTEE – Phil VanWormer

Nothing to report this month.

PERSONNEL COMMITTEE – Carol Mongan

The Personnel Committee will implement the proposed change from the current Defined Benefit Pension plan to a more contemporary Defined Contribution Plan on July 1, 2011 with approval of the Vestry.

After 28 years we finally have a signed Letter of Agreement with Bill Owen! There is nothing new or different to the terms of his employment. Ruth developed it using the standard set by the Diocese of Delaware and sample contracts from the Association of Anglican Musicians.

- Submitted by Wes Jones

ADDENDUM B – Service to Others Cluster Report

PASTORAL MINISTRIES

The Pastoral Ministries Team met for its regular monthly meeting on June 6, 2011. Items of note include:

- Tilly Maassen was elected to continue as Coordinator for one more program year. Lisa Simon will serve as Co-Coordinator this year and will take over as Coordinator next year, beginning July 1, 2012, as stipulated in the recently-adopted Organizational Guidelines. Tilly was thanked for all the work she has done and for agreeing to stay on an additional year.
- Barbara Petroll replaces Dodo Newlin as Co-Chair of the Celebration of Life Committee. A letter was sent to Dodo on behalf of the Vestry thanking her for her years of service with this ministry. Dodo will continue to be a member of this committee.
- Helen Giammattei has offered to be the pastoral care person who will look after parishioners at the Methodist Country House once she and Frank relocate there.
- Mary Hunt joins Martha Lankford as Co-Coordinator of Helping Hands. Together with Russ, they are exploring ways to make this growing ministry more efficient.
- Maggie Sanger continues to seek someone willing to take over her position of scheduler of the Monday morning Flower Ministry and will be discussing that with Russ.
- Russ asked if team members had an interest in Pastoral Care continuing education. Different topics, such as suicide, alcoholism, enabling behavior, etc. could be discussed in an informal and practical manner, starting in October. The goal would be for participants to walk away with practical skills. Speakers with experience and expertise on various topics could be invited to provide education. The Pastoral Ministries Team was enthusiastic in embracing this suggestion.

OUTREACH

The recent meeting was Tuesday, June 7, 2011.

- The Committee has started planning for the fall program for agencies to focus on building and managing a volunteer program.
- Barbara and Tomoko hosted a lunch on June 7 to thank the Committee for their work and dedication, enjoy each other's fellowship, and raise up each member's contributions that provide inspiration to our work.
- Barbara Cairns has completed her term as Chair of the committee. In July, Tomoko Werbe assumes the role of Chair and Kyra Marcin, Co-Chair, for 2011-2012.

Global Missions

The Global Missions Team held a visioning meeting on May 17, 2011, which was skillfully led by Wil Sherk. There was considerable discussion around the mission, in general, and where we go from here. Some of the important questions posed, and answers offered were:

- Why I serve on GM

- Is the DR the mission?/How would we know if our work is done?
- It builds our community/It's a formative experience
- Mission
 - Challenges
 - Filling more than one trip, recruiting new adults
 - Getting leaders (shared with other committees)/Engaging new GM leaders
 - Keeping up energy among lay leaders
 - Jalonga
 - Knowing what work we are going to do
 - Avoiding imposing our ideas
 - Working thru a person not an organization trying to work from abroad
 - Finding replacement for Ricardo
 - Disconnect between our expectations and villagers
 - Lack of language skills prevents relationships
 - Being faithful to Jalonga while moving on
 - Opportunity
 - Move onto another project, Declare
 - Be more connected to our partners
 - Clergy champion
 - Energize the GM team
 - Customers
 - CC community – value
 - Youth experience of...
 - Adult spiritual and interpersonal growth
 - Relationships within CC community, connections
 - Jalonga community
 - Continuing interest and commitment (relationship)
 - Physical improvements (access to resources)
 - Hope/Entertainment
 - "Legs" (raises their profile locally)
 - Measuring
 - Youth experience of... (another culture, global poverty, etc.)
 - Spreading the Gospel (witnessing)
 - Adult connections in context of service
 - Experience of positive change, sense of accomplishment
 - But...have we exhausted the opportunities internally and externally?
 - Thoughts
 - Can we use the same model in the future?
 - Have the Jalongans' needs changes?
 - Consider a new model and place?

Wil suggested possible goals for the GMT for the next 1-2 years.

- Define and document how the GMT will measure its success in the future, in terms of the things its customers value.
- Develop a plan to transition the relationship with Jalonga.
- Explore other opportunities to pursue the GMT mission, identifying at least three alternatives.
- Recruit three new participants in the GMT leadership team.

Several GMT members offered to set some timelines to address the work ahead and the suggested goals. Other committee members will be invited to join these efforts.

YOUTH

- Having completed all of their preparations and service projects, the youth and their adult leaders

will depart for the Dominican Republic on Saturday, June 25, 2011 and return the following Saturday.

CHRIST CHURCH EPISCOPAL PRESCHOOL

The Board of Directors of Christ Church Episcopal Preschool met on June 2, 2011.

Trustee Report

- Maryann Younger reiterated the fact that the Trustees had suggested increasing the number of Trustees from 12 to 15 over the next three years—adding one per year. A resolution was approved.
- The slate of new Trustees was reviewed, voted upon, and approved.

Head of School Report

- Almost all families at the Beginner, Nursery, and Primary levels will re-enroll for the 2011-12 year. Currently, the enrollment for next year stands within one or two of this year's enrollment.
- Due to larger numbers at the Pre-K level, there will be a second Pre-K class for the 2011-12 school year. Few applicants at the Cherub level resulted in a decision to eliminate that class for next year.
- Teacher contracts were issued in April, and it appears that all teachers will be returning. Prior to issuing new contracts, Jo conducted teacher evaluations, and teacher salaries were increased by an average of 5.47%, bringing more teachers in line with the existing salary scale. Beginning in January 2012, a pension benefit will be offered to teachers working more than 1,000 hours per year.
- CCEP continues to participate in the Delaware Stars quality rating system for early childhood centers—currently working toward third star (of possible 5).
- Fund-raising from numerous winter events, as well as the Spring Gala has been impressive, netting \$36,300 for the Annual Fund.
- The Honor the Stars Chapel and end-of-year picnic took place on Friday, June 3, 2011.
- A technology initiative will result in the purchase of a Smart Board, projector, and laptop to be used in the Pre-K and Primary classrooms. CCEP also hopes to purchase laptops from St. Andrew's School for each classroom for teachers' use.
- Summer camp began on Monday, June 6, 2011 under the direction of Dr. Nadine DiLorenzo. Enrollment is strong.

Finances

- Rob Friz offered a thorough presentation outlining the actual vs. budgeted figures for the past year, the budgeted financial statement for the fiscal year beginning July 2010, and the proposed budget for the fiscal year ending June 30, 2012. The numbers continue to trend very positively.
- The proposed CCEP budget for the 2011-12 year was unanimously approved.

Strategic Planning

- Chris Simon discussed the scope of the strategic plan that was presented at the November Board of Directors meeting. There was considerable discussion about the plan and the fact that it might not have been far-reaching enough; however, it was a great learning experience and the process is ongoing. The plan will be redistributed to the Board of Directors, and evaluation and evolution will continue.

New Business

- Margaret Simpers announced plans to form a Scholarship in honor of Maryann Younger to be offered to CCEP students in the future. More information on this will be forthcoming.
- Ruth Kirk discussed requirements that were set forth at General Convention, requiring all lay staff employees (> 1,000 hours/yr.) of Episcopal churches to be offered a pension as well as health care benefits. The Bishop has suggested that Christ Church work with St. David's on this issue as both churches have Episcopal preschools. The healthcare piece of this could be prohibitively expensive, and a church like St. David's likely would not be able to afford it. The National Association of Episcopal Schools is lobbying for another resolution and advocating for

the schools on the basis of hardship. The rectors of Christ Church and St. David's and the heads of their preschools will be meeting to discuss this serious issue further. The Board of Trustees will next meet on Tuesday, June 16, 2011. The next meeting of the Board of Directors will be held on November 3, 2011.

-Submitted by Martha Lankford, Barbara Cairns, and Gina Pike

ADDENDUM C – Spirit Life Cluster Report

WORSHIP

1. On Sunday, May 22 the parish celebrated The Rev. Cal Wick's 40th anniversary of his ordination to the priesthood which occurred here on April 25, 1971. Cal preached at all services, using "the metaphor of a labyrinth to describe his powerful sense of being led through successive turns along his personal spiritual journey."
2. The summer worship schedule began on Sunday, May 29. Services will be held at 8 and 10 AM through the summer, with the three service schedule resuming on Sunday, September 18.
3. The feast of the Ascension was Thursday, June 2. A service of Holy Eucharist was held in the church at 7:30 PM.
4. Confirmation will be held on Sunday, June 12, the Day of Pentecost. Frank Turner, retired Bishop of Pennsylvania, will preside.
5. The Christ Church Choir will perform for the final time of the program year at the 10 AM service on Trinity Sunday, June 19.
6. Our Bishop, Wayne Wright, will have his annual visitation on Sunday, June 26. Baptisms will be performed, and Bishop Wright will confirm those not able to participate on June 12.
7. We are preparing for September 11, the 10th anniversary of 9/11 and our congregation's usual "kick-off" picnic. The program staff believes the best approach to marking 9/11 will be to add a special worship occasion that Sunday afternoon. A recent widow, very supportive of the music program at CCCH, came to the rector and organist looking for a way to memorialize her husband, thinking of contributing for a special Evensong. She has agreed to support the Christ Church Choir in a 9/11/11 performance of Philip Ledger's *Requiem: A Thanksgiving for Life* (first performed here on All Saints' Day in 2007). Bill and Ruth will plan whether the worship is Evensong and Requiem or Eucharist and Requiem for that afternoon at CCCH.

SPIRITUAL FORMATION

1. Ninety Bible Passages. Ninety Days. Twenty Minutes. Once a Day. Last summer more than 170 parishioners set out to read the Bible cover to cover in 90 days. This summer we are going back to the Bible with an opportunity to savor portions of it one bite at a time. Pray and reflect on one passage of Holy Scripture for 20 minutes once a day for 90 days and engage in the dynamic experience of going deep into God's Word, led by God's Holy Spirit. A Bible passage will be provided for each day. Join us each week for discussion sessions either on Sundays from 9 to 10 AM or on Wednesdays from 12 to 1 PM in Parish Hall A.
2. The Labyrinth Committee met on June 1 and received an update on the budget in relation to the estimated costs, the status of the work to be done, and the fund-raising campaign. Linda Boyden, representing Buildings and Grounds, reported that the overall budget figure of \$80,000 (as mentioned in the fund-raising letter sent to parishioners) will cover the requirements for the project and necessary materials. Competitive bids were sought, and Italo Ferrante has been selected to do the work based on the quality of his masonry and the fairness of his bid. Preliminary site work will begin in June with the majority of the work to be completed by the middle of August. On Sunday, June 26 Bishop Wayne Wright, who will be at Christ Church, will bless the grounds to be used for the labyrinth. Responses to the fund-raising letter sent to parishioners by Steve Boyden, Labyrinth Committee Chair, and Joan Sharp, Fundraising Co-Chair along with Steve, and in gratitude for Cal's sermon, have yielded an outpouring of pledges and funds given from people's hearts. To date, there is \$81,056 in hand from 61 donors, with \$1,000 pledged from two donors. Thank-you notes for contributions have been written by Ruth, and

other gifts will be acknowledged in a letter to each donor from Steve Boyden and Joan Sharp. The names of all donors to the Christ Church Labyrinth will be inscribed in the book of remembrance located in the narthex of the church.

3. Becca Durgin, Max Holdsworth, and Lynne Jensen will be part of the Diocese of Delaware's delegation to the National Episcopal Youth Event, June 21-28. The group will travel to Indianapolis by bus with other delegations from Province 3. There will be three full days of worship, sharing, praying, learning, singing, and working, calling participants into a greater awareness of and commitment to God's mission in the world. It will be followed by three days of mission, an opportunity for youth groups to engage in urban or rural mission. The gathering will strive to engage the passion and energy of faithful youth, to embrace their call to ministry, and to empower them to put their faith into action.
4. A Children's Ministry Picnic for the parish was held on June 5 after the 10 AM service. At the 10 AM service teachers, graduating seniors, and second graders moving up to third grade were formally recognized.
5. The Youth Committee met on Tuesday, June 7. The committee discussed the structure of the J2A curriculum for CCCH youth and the specific milestones and events associated with each of the classes within the J2A program.
6. The UrbanPromise Retreat/Dinner/Worship will take place at Christ Church on Sunday, July 24 from 4 to 7 PM. If you are able to help with this fellowship event (greet, set up, supply food, clean up), please contact Betsy Field, ewfield@verizon.net or 654-4199.
7. On June 19 the Summer Children's Program for ages 3 through 2nd grade begins at 10 AM in the Chapel. The theme is "Knowing Jesus"—a whole new set of Godly Play stories just made available. The children will gather in the Church at 10 AM, process to the Chapel for worship, and return to the Church at the time of The Peace.
8. The Jalonga Mission Trip group held a Fiesta Dinner in the Parish Hall at 6 PM on May 22. Over the past few months, the youth have met their service requirements for the trip by serving at Friendship House, St. Michael's School & Nursery, and SOAR. The group departs for Jalonga on Saturday, June 25.
9. Vacation Bible School will be August 15-19 from 9 AM to 12 noon. This year's theme is Pandamania—a wild celebration of God's unconditional love where they will experience firsthand just how wild God is about them through stories, music, games, crafts, and fun activities. Children 4 and older may register. The cost is \$15 and a 64-ounce bottle of apple juice for each child.

PARISH LIFE

1. The 2011 Annual Meeting and Celebration were held on Sunday, May 15 with festivities beginning at 10:30 AM following the 9 AM worship service and procession to the Parish Hall. 180 adults and 35 children attended the gathering which offered a musical experience for children with Pete Moses while the meeting took place. Having delivered the Rector's Address at both the 8 and 10 AM services, Ruth opened the meeting by introducing Andy Johnston who gave the Warden's Report. Other presentations celebrating our ministries followed and included: Youth in Ministry, Outreach, A Caring Parish, and Adult Christian Enrichment. After Ruth shared some words of recognition and appreciation, Steve Brodt, the Junior Warden, gave the Report of the Judges of Election, announcing four newly-elected Vestry members: John Crossan, Roger Kirtley, Jennifer O'Connor, and Cathy Parsells. Ruth announced that Ted Cover would be the new Senior Warden. With the blessing of the meal and adjournment of the meeting, a delicious buffet lunch for all began at 11:45. Members enjoyed a parish slide show and trivia quiz. Survey responses from 81 comment cards indicated that a majority felt that the overall program and new format were excellent. The final budget covering expenses for music, flowers, child care, food and tips totaled \$4,432.00. An initial budget of up to \$5,000 (depending on the number of people) had been estimated. Special thanks to Susan Casscells, Annual Meeting Chair, for her creativity, organization, promotion, and supervision of all the details and to her committee and

others who helped to make this new occasion a joyful event and great success. Thank you, as well, to Ann Wick, the Vestry Nominating Committee Chair, the members of her committee, and the Judges of Election who made the Vestry Elections and Annual Meeting signup a smooth, helpful, and orderly process. Our gratitude to Ruth, Russ, Jennifer, and our parish staff for their encouragement, support, and oversight of all materials and communications relating to the Vestry Elections and Annual Meeting. And our appreciation to David Hearn, Nadine DiLorenzo, Lauren Conrad, and our choirs for the exceptional music that framed this celebration. The next Annual Meeting will be Sunday, May 20, 2012.

2. An Interfaith Event was held Sunday, May 15 at 4:30 PM at Temple Beth Emeth. Participants at the event assembled baskets for youth placing out of Foster Care.
3. A group from Christ Church attended a Blue Rocks game on Friday June 3. Fireworks were presented following the game.
4. Pipe Organ Encounter on Monday, June 20. The event is sponsored by the Delaware Chapter of the American Guild of Organists. This is a National event, and this is Delaware's year to host. It allows kids, with a keyboard background, ages 13-18 to have an opportunity to get some experience playing and hearing pipe organs and is designed to encourage and develop the next generation of organists. We will have some of the kids taking lessons at CCCH on the mornings of June 20 through 24. We will provide lunch in the Parish Hall on Monday, June 20 for the entire group plus chaperones.
5. The CCCH Crab Feast will be Friday, July 29 at 6:30 PM. Tickets are \$20/person in advance and \$30 at the door. Everyone is encouraged to purchase tickets in advance as it simplifies the planning and purchasing of food for the event.
6. The Parish Life Committee has reserved time for parishioners to enjoy fellowship at Memorial House in Rehoboth Beach: Friday, August 5-Friday, August 12. The former summer home of Felix du Pont, Memorial House is nestled in the pines section of Rehoboth, two blocks from the beach. Breakfast and dinner are included. For reservations and rates, contact Kathy Moore at memorialhouse@dioceseofdelaware.net or 656-5441.

WEBSITE REDESIGN TEAM

1. The team is currently in the process of gathering information on firms that may be interested in bidding on the design and implementation of the new CCCH website.

-Submitted by Wilson Anthony, Betsy Field, Bitsy Robbins, Rich Tucker