

**Christ Church Vestry Minutes**  
**May 19, 2008**  
**8:00 PM**

**Present:** Steve Brodt, Sandy Durgin, Brandon Elliott, Andy Johnston, Bruce Kallos, Tilly Maassen, Rosanne Miller, Judy Sargent, Wil Sherk, Ann Wick, Ruth Kirk

**Absent:** Bitsy Robbins, Dana Robertson

The Rector called the meeting to order at 8:30 PM, at the conclusion of the Christ Church Episcopal Preschool Board meeting. See Addendum 1. Opening prayer provided by Steve Brodt.

**Minutes** from April 10 were reviewed, amended, and approved.

### **Cluster Reports**

#### **Service to Others**

Steve Brodt reporting. See Addendum 2. It was noted that recruiting the next generation of leaders needs to be a future agenda item for all committees.

#### **Rector's Report**

See Addendum 3. Ruth reported that there has been good interest in our Christian Education position, and there are two candidates who will soon be interviewed. There are no supply clergy currently available in the diocese. The rector will be our only clergy on staff from August 1<sup>st</sup> through October 12<sup>th</sup>. Wil Sherk suggested, and Ruth agreed, that the Bishop be asked to authorize looking outside the diocese.

#### **Other Matters**

Closing Prayer provided by Steve Brodt.

The meeting adjourned at 9:15 PM.

Next meeting is June 12, 2008, at 7 PM.

Vestry notes scribed by the Senior Warden.

Respectfully submitted by  
Dana Robertson, Clerk

## **Addendum 1**

### **Christ Church Episcopal Preschool Board of Directors Meeting May 19, 2008**

The Rector called the meeting to order at 7:05 PM.

Bruce Kallos was nominated to serve as treasurer. Motion carried with all in favor.

Conflict of Interest policy was reviewed and adopted with all in favor. All members must complete the form and return signed page to Andy Johnston.

Catherine Dolan presented an update on NAYEC accreditation preparation (handout). There was an extended discussion about securing the perimeter of the building. This is seen as a high-priority question from parents. The Building and Grounds Committee is conducting a survey to determine practical options, balancing security needs with the church needs for openness. Catherine requested the Board to ensure that enhanced security be in place by the start of school in September 2008.

The Board acknowledged Catherine's many, significant accomplishments as Head of School. Heartfelt thanks, Catherine!

Bruce Kallos presented the Treasurer's report (handout).

- Personnel costs are running about \$3K/mo above budget, resulting from Board decision to ensure at least one teacher remain with each group of students all day. Board confirmed that the stability of relationship between student and teacher gained from this decision warrants the additional, unbudgeted cost.
- Income from auction fundraiser will offset a good portion of the deficit. Expect to end the school year with \$10K - \$15K deficit.
- Increases in tuition next school year are expected to offset cost increases. Current outlook is that the school will meet its budget.

Maryann Younger led a discussion on how to measure success. Hard measures might include full enrollment, NAYEC accreditation, schools in which graduating children are placed, parental feedback, and standardized evaluations. Plan to work with NAES to develop possible soft measures. Extended discussion included:

- Beginning this year, school will conduct exit interviews of parents and teachers.
- It was reported that in typical Episcopal preschools, about 25% of parents are members of the church. At CCEP, the number is 50%.
- How much should CCEP be integrated into CCCH? Two factors work against integration: (1) CCEP is not seen as an outreach program to underprivileged children, and (2) since the school is new, there hasn't been much opportunity to build allegiance.
- It was agreed that the school would not measure success by social changes in the families of the children attending the school.

Maryann Younger led a discussion on development of a five-year plan for CCEP. The Board agreed that the Board should commission the plan development, since they (the Board) will be the group that ultimately approves the plan. Steve Brodt will present a proposal for building a five-year plan at the next Vestry meeting.

The meeting adjourned at 8:18 PM.

## Addendum 2

### Service to Others Cluster

#### Outreach

##### ***Mission***

To reaffirm and initiate local and global opportunities for transformation by inviting parishioners to use their gifts and talents to serve their neighbors in need.

##### ***Key Goals for 2008***

1. Coordinate our programs and projects with other church committees and with the youth groups so as to get more parishioners involved in reaching out to our community;
2. Attract new members to our committee and train them to allow some others to roll off for a period;
3. Review and update our criteria and guidelines for allocating funds;
4. Investigate any possibilities for increasing funding for agency allocations.

##### ***Gaps*** (if any)

Consistent funding

#### Christ Church Episcopal Preschool

##### ***Mission***

Christ Church Episcopal Preschool educates young children; promotes a sense of continuity between church, school, and families; and honors and nurtures children in the Episcopal tradition.

##### ***Key Goals for 2008***

1. Gain NAYCE accreditation
2. Financial independence
3. Written, formal curriculum
4. NAES self-evaluation for Episcopal identity
5. Develop five year plan

##### ***Gaps*** (if any)

#### Pastoral Ministries

##### ***Mission***

The Pastoral Ministries Team manifests Christ's healing presence within and beyond the Christ Church Christiana Hundred community.

##### ***Parish Programs and Committees in Pastoral Ministries***

- Helping Hands
- Friendly Freezer
- Prayer Shawl
- Celebration of Life
- Eucharistic Ministry
- Altar Flowers – delivery

### ***Key Goals for 2008***

1. "Tighten" each of the individual ministries
2. New, young leadership cultivated
3. Encourage openness by building trust in small groups, thereby diminishing the privacy issue

***Gaps*** (if any)

## **Communications**

### ***Mission***

The Communications Committee establishes and maintains the framework by which members of the Christ Church community effectively exchange information to serve the needs of our large and increasingly diverse parish.

### ***Parish Programs and Committees in Communications***

Bulletin

e-NEWS

Communicator

Information on the Website

Fliers, Brochures, and other Publications

Press Releases

Meeting Minutes

Scheduling Events and Minutes

***Key Goals for 2008*** (3-4 max)

***Gaps*** (if any)

## **Addendum 3**

### *Rector's Report – May 13, 2008*

**Personal:** We are planning to be away from the rectory while the kitchen floor is resurfaced (May 16-18). I plan to return in time for the wedding on Sunday afternoon. We will be attending the wedding of Rick's niece in the Finger Lakes region.

Our vacation plans have not been finalized for the summer, but I will let you know before it's upon us.

**Pastoral:** With 7 candidates for baptism, we are maintaining a steady supply of infants for this congregation. We also have several weddings in the next two months. **Cynthia Anderson** and **Matthew Ford** will be married on May 18. **David Hall** and **Jennifer Austin** will be married on May 31. Both couples regularly attend church, though neither were members before this. **Carl and I** will meet with the Eucharistic visitors on June 8 to review the plan of action in ministering to some of our homebound.

**Staff:** **Shannon Tusso** began her employment as the administrative associate for stewardship on Monday May 5. Before coming to us, she worked in administrative positions for a number of years, including MBNA. I am grateful for Sherry Lawton-Fasic and Keith Dawson for carrying out the search and hiring processes. Please introduce yourself to her when you are next in the office.

I am broadening the search for the Minister for Children and Youth. I am open to hiring a parishioner, if the right combination of gifts and energy are there. I have advertised on the websites in PA and DE and I will keep you informed.

I meet with the Personnel Committee on May 22 to review the Personnel Handbook that will come to you for approval in June. We will also review other matters pertaining to our staff.

**Parish:** I have asked the Junior Warden to assemble a team who can work with the vestry and me in revising the by-laws. Ideally we would have them for adoption at the annual meeting.

The pictorial directory has been further delayed, this time by the need to review the membership data for accuracy. It is my recommendation that we scrap it and publish a version that can be picked up by the members who desire them. We are working on the lists, and planning to send targeted letters to those who may be inappropriately listed.