

**Christ Church Vestry Meeting Minutes
May 12, 2011**

Present: Steve Brodt, Barbara Cairns, Ted Cover, Betsy Field, Andy Johnston, Ruth Kirk, Martha Lankford, Gina Pike, Dana Robertson, Rich Tucker

Also Present: Jennifer Andrews-Weckerly, Russ Bohner

Absent: Wilson Anthony, Wes Jones, Bitsy Robbins, Ann Wick

The meeting was called to order by the Rector at 7:04 PM.
Opening prayer offered by Andy Johnston.

Minutes from April 2011 were approved with corrections.

Report of Judges of Elections: Ruth

The Rector thanked the judges of elections, Bitsy Robbins, Steve Brodt, and Andy Johnston. 267 ballots were cast to date. As of the Vestry meeting, John Crossan, Jennifer O'Connor, Roger Kirtley, and Cathy Parsells have been elected. Absentee ballots are open until 4:30 PM on Friday, May 13. Results are unofficial until ballots are finished. The results will be announced by the Judges of the Elections during the Annual Meeting on Sunday, May 15.

Appointment of Youth Representative: We had one application from Rebecca Durgin. Andy Johnson and Steve Brodt completed due diligence. Their conclusion is Becca will be a great youth representative. Motion moved and seconded. Motion passed.

Clusters Reports

Stewardship: (see Attachment A) Andy Johnston reporting for Wes Jones

First quarter budget is on track. Expenses are in line with budget. No major items to report. Temporary restricted funds sheet shows a balance of \$85,773.63 (income less expenses). The Finance Committee intends to identify an alternative investment than money market funds. An undesignated gift of \$7,500 has been received. The Church policy is half to contingency, half to endowment. Recommendation if undesignated gift less than \$25,000 to be determined by the Vestry. Moved and seconded to adopt policy. Motion passed.

A Financial Town Hall meeting is scheduled for June 5 at 4:30 PM in the Parish Hall. The meeting will be led by Bryan Keenan, head of the Finance Committee, assisted by Ned Jackson, Treasurer. Financial questions raised at the Annual Meeting will be referred to the Town Hall meeting.

Service to Others: (see Attachment B) Barbara Cairns

A letter was prepared to be sent on behalf of the Vestry to thank Marge Foulsham for her many years of service and leadership of the Notes of Care Committee. Organizational guidelines for Pastoral Ministries were finalized and adopted for the submission to the Vestry. A slate of five candidates for the Preschool Board of Trustees

was moved and seconded to be presented to the CCEP Board of Trustees on June 2. The Spring Gala for CCEP was very successful, netting \$34,000, including \$4,800 earmarked for technology. The CCEP summer program is showing good enrollment with 15-16 children registered for most weeks. There are plans to honor Maryann Younger at a reception on June 14 beginning at 6:30 PM. Maryann is leaving the Board of Trustees after 7 years of service. The Vestry is cordially invited to attend. Finding a Green Show chairman for 2011 continues to be a challenge. The Outreach Committee brainstormed prospects as well as suggestions for recruiting. It was suggested to also ask Allison Brokaw if she would consider a second year. The youth continue to prepare for their June trip to Jalonga and are completing one more service project at SOAR. The Global Missions team will be holding a visioning meeting on May 17 facilitated by Wil Sherk.

Spirit Life: (see Attachment C) Betsy Field reporting for Wilson Anthony

Annual Meeting RSVP's to date are 174 adults—a great turnout above the 40 people attending more recent meetings. The goal for the Labyrinth is to try to raise \$20,000 from May 22 to the installation around July 1, 2011. There will be a rendering in the back of the church on May 22, the Sunday Cal Wick will be preaching. A donation page will be set up on the Church website in time for Cal's sermon. This will enable donating right away, should people be so moved.

Warden's Report

Policy for purchasing good and services: In summary, the current policy, distributed for review in April, states:

- Purchases of more than \$5,000 require three bids; the Rector or Business Administrator will make the awards based on a combination of price, quality/suitability, and timeliness.
- Under \$5,000 may be approved by the Rector and or Business Administrator at their discretion without bids based upon the situation or past experience with the vendor.
- No goods or service will be purchased from any member of the Vestry, employee of the Parish, or members of the Parish committees responsible for the service area involved in the transaction during the terms of office or employment.
- The Parish will not purchase goods or services valued in excess of \$5,000 from any parishioner or business in which a parishioner has a significant ownership or financial interest unless the goods or services are unavailable anywhere else.
- Regardless of ownership, no purchases valued at \$5,000 or more from a business in which a parishioner is responsible for performing or directing the activity associated with the transaction.
- In every case the judgment of the Rector shall be final with respect to the administration and interpretation of this policy, or the Business Manager should the Rector not be available.

The current question is whether to adjust the policy or maintain the policy. Keith Dawson, Business Administrator, would like to have flexibility, knowing people involved with the parish who are very good/highly regarded professionals who should be considered. The downside of this is the scenario where a parishioner does an unsatisfactory job, and it becomes a difficult situation. In addition, there is a concern that the current policy puts too much of the decision in the Rector's control. The suggestion is to consider adopting language that includes committee due diligence to be

performed when considering vendors. Where there might be a conflict, the recommendation of the Committee goes to the Vestry for a decision. The decision will become part of the public records in the minutes. Living in community can be difficult. How do we make wise decisions and discern right actions? Consider what the responsible practice is for this community for hiring “in-house.” Andy will draft a new policy to present to the Vestry.

As Senior Warden, Andy responded to the Bishop’s request for thoughts about the future of the Cathedral. Any vestry member who would like to see that can contact Andy.

Rector’s Report:

A signed letter of agreement with Bill Owen is complete. The Vestry is asked to keep Lynne Jensen’s grandson in our prayers. The Rector met with the Personnel Committee to expand the review process for the senior staff. The proposal is to ask each senior staff member to submit three parishioners who will provide their observations as part of the review process. Parish Holy Week and Easter services were well attended. The count was missed at Tenebrae. This oversight will be corrected next year. Many people were involved in the preparation and presentation of meaningful and inspired worship throughout Holy Week. The Rector expressed her gratitude for all involved. April 25, 1971 was the date of Cal’s ordination, and we will celebrate his 40th anniversary here on May 22. Tower Hill School has invited one of the Christ Church clergy to offer the baccalaureate address; Russ Bohner will represent us at that service here on June 2 at 5:30 PM. The Ascension Day service is at 7:30 PM on June 2. June 14 will be a celebration of Maryann Younger’s work for CCEP. The rector received an invitation to participate in an August program of Prayer for the Muslim World—learn about, pray for, and reach out to Muslim neighbors. She will be researching it. On June 29, John Holden, Pastor of Mt. Salem UMC in Rockford Park, will host a dinner and planning meeting to talk about the bicentennial celebration of Brandywine Manufacturers Sunday School. The meeting will include Hagley, Mt. Salem Church, Christ Church, St. Joseph’s, and Greenhill Presbyterian Church. The Rector is looking for people who would like to participate. Steve Brodt volunteered. The Parish is in need of a coordinator of ushers for the 9 AM service. After prayerful discernment, the Rector has asked Ted Cover to serve as Senior Warden. As this will require Ted to resign from the Board of Trustees of the Preschool, a member of Ted’s Vestry Class of 2013 will be needed to replace Ted on the CCEP Board of Trustees.

The Rector thanked everyone for the contributions to the new annual report, the first one in 22 years. This vestry has been together for 21 months because of the change in the program year with the timing of the new annual meeting. The Rector asked everyone to reflect upon what they gained or experienced. The Rector thanked the retiring Senior Warden, Andy Johnston for being steadfast in his ministry with her, like Barnabas with Paul, a fellow worker who is steadfast, trusting that God will give us what we need to do the work we need to do.

Devotion led by the Rector.

Closing prayer by Andy Johnson, Senior Warden.

Meeting adjourned at 8:50 PM.

Next meeting June 9, 2011

ATTACHMENT A – Stewardship Cluster Report

FINANCE COMMITTEE – Bryan Keenan

The **2011 campaign** is now at \$1,172,218 on 544 pledges versus a goal of \$1,213,235.

Pledge Status YTD 4/29/11:

Pledge = \$457,089 or 37.7% from 427 pledges

Total Given = \$457,089 or 39% from 467 parishioners

These numbers are about normal with good numbers in over-giving and non-pledge giving. At this rate we will equal or exceed 2010 to about 103% or 1,210,000.

The committee reviewed a recommendation to change the policy regarding **undesigned gifts**. Current policy states all undesigned gifts shall be distributed by the Business Manager to the endowment account. As things have evolved since this policy was written, it was agreed undesigned gifts, under \$25,000, should be distributed to the contingency reserve account for more flexibility. The Finance Committee will recommend distribution on gifts greater than \$25,000 to the Vestry for their approval. This policy revision will be presented to the Vestry for their approval at the next meeting.

A one-page Financial report including 2010 results and endowment status and the 2011 budget will be prepared for the **Annual Meeting**, and a financial town meeting will be held for parishioners interested in more detail in early June on a Sunday afternoon.

STEWARDSHIP COMMITTEE – Phil VanWormer

Wrap-up last month; nothing to report this month.

PERSONNEL COMMITTEE – Carol Mongan

The Personnel Committee has been evaluating a change from the current Defined Benefit Pension plan to a more contemporary Defined Contribution Plan. We now have enough information to move forward to establish the Defined Contribution Plan by July 1. A transition plan is under development. This has not yet been presented to the employees involved, and we would prefer it be kept confidential until that time.

Late May/early June is also the time when performance reviews are conducted with all employees of the church. The Personnel Committee will be assisting those conducting the reviews, if they request it. We will meet again in September to prepare salary recommendations for the October Vestry meeting for 2012 salaries.

- Submitted by Wes Jones

ATTACHMENT B – Service to Others Cluster Report

PASTORAL MINISTRIES

The PMT held its regular monthly meeting on May 10, 2011. Reports were given regarding the following ministries: Flowers, Eucharistic Visitors, Helping Hands, Caregivers Support Group, Books on Grief, Celebration of Life, and Visitation.

Also discussed were Friendly Freezer, where there is a need for people to label contributions to the freezer with ingredients and cooking/baking instructions and the Prayer Shawl Ministry regarding moving the shawls to a space more easily accessible to the clergy who might be delivering them.

A letter was prepared to be sent on behalf of the Vestry to thank Marge Foulsham for her many years of leadership of the Notes of Care Committee.

Plans were made for the PMT's presentation at the Annual Meeting.

Organizational Guidelines for PMT were finalized and adopted for submission to the Vestry.

The next meeting will be held on Monday, June 6, 2011.

CHRIST CHURCH EPISCOPAL PRESCHOOL

The Board of Trustees held its regular monthly meeting on May 10, 2011.

It was moved and seconded to present a slate of five candidates for the Board of Trustees to the Board of Directors for approval at the Board of Directors meeting on June 2, 2011. These candidates would begin their terms in July 2011.

Head of School Jo Harney reported the following:

- License renewal is coming up this summer.
- There will be a Coffee Hour for the parents of rising Pre-K students on May 19 to discuss Pre-K teacher assignments as CCEP will have two Pre-K sections in 2011-2012.
- Regarding available grant monies from the Delaware STARS program, CCEP will carry out a self-assessment to determine the supplies and equipment needed to meet the standards. DE STARS will front the money to acquire the items.
- With the warmer weather, a tick problem has developed. Currently the grounds that the CCEP children use are sprayed monthly through the generosity of a CCEP family. Jo has been in contact with the company that does the spraying to address the increased tick population, teachers have been asked to be vigilant, and notice has been sent to parents.
- The Spring Gala for the CCEP Annual Fun, held on April 29, netted \$34,000, including \$4,800 earmarked for technology. Jo thanked everyone who contributed in any way toward the success of the Spring Gala.
- The CCEP teachers have completed a program called "Darkness to Light" which addresses child sexual abuse. The teachers found the training very beneficial.
- The 2011 Summer Program is showing good enrollment figures, with 15-16 children registered for most weeks. A full-day program will be offered for 5 of the 8 weeks of the Summer Program.

In other business, a preliminary FY 2012 budget with a net increase of approximately \$15,000 over FY 2011 was approved for recommendation to the Board of Directors at the meeting on June 2.

The CCEP Parent Association has elected new officers for 2011-2011. A Teacher Appreciation Luncheon will be held on May 13, 2011 and invitations were issued for the Pre-K graduation and end-of-year picnic to be held on June 3, 2011.

The lead of the Curriculum Committee, Louise Barton, made a recommendation that a nationally-normed development assessment, the "Ages & Stages Questionnaire" be adopted for use by CCEP. This assessment comes highly recommended by experts in the field and can be easily administered annually to children from 2 months through 5 years.

In new business, Ted Cover announced plans to honor Maryann Younger at a reception on June 14, 2011 beginning at 6:30 PM. Maryann is leaving the Board of Trustees after 7 years' service for CCEP. The Vestry is cordially invited to attend.

OUTREACH

Finding a new Green Show chairman continues to be a challenge. Allison Brokaw asked the Outreach Committee for ideas for prospective chairmen as well as guidance on the recruitment approach. The committee brainstormed at its meeting May 3 and forwarded a list of names and ideas to Allison.

Letters announcing grant awards were sent to agencies. We are starting to receive acknowledgement letters from the agencies.

A sub-committee is working on the topic; speakers and format for the Agency Breakfast to be presented in October.

GLOBAL MISSIONS

The Youth continue to prepare for their June trip to Jalonga—there is one more service project scheduled at SOAR.

The GMT will hold a visioning meeting with Wil Sherk on May 17, 2011.

- Respectfully submitted by Martha Lankford, Barbara Cairns, Gina Pike and Ann Wick

ATTACHMENT C – Spirit Life Cluster Report

WORSHIP

1. A Rite-13 Ceremony will be held at the 9:00 AM service on Sunday, May 22.
2. Baptismal Services were held at the 9:00 AM service on Sunday, May 8. Four young children were baptized. The next service of baptism will be at the Bishop's visitation on Sunday, June 26.
3. The feast of the Ascension is Thursday, June 2. A service of Holy Eucharist will be 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. 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.
6. 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. 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. This year's Episcopal Youth Event will feel similar to past events in many ways, yet it is shaping up to be a very different experience. 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. Embracing the "Anglican Marks of Mission" as their charge, 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.
2. There will be a Labyrinth Committee meeting on Thursday, May 12 to discuss the plans for the May 22 service with Cal Wick's sermon and announcement of the labyrinth gift. Other matters pertaining to the overall design, fund-raising, and installation will be reviewed.
3. The Youth Committee met on Monday, May 2. The activities of the youth program at CCCH were reviewed and discussed in the context of a presentation to be made at the Annual meeting by Becca Durgin and Max Holdsworth.
4. The Rite-13 group held a Hunger Banquet on April 10 to dramatize the differences between

those with abundant food and resources and those in hunger.

5. The Rite-13 group held a lock-in in the parish hall on May 7-8.
6. The Jalonga Mission Trip group will hold a Fiesta Dinner in the Parish hall at 6:00 PM on May 22.
7. Rite-13 rehearsal and a potluck dinner will be held on Saturday evening, May 21.
8. A Children's Ministry Picnic celebration for the parish on June 5 will be held after the 10:00 AM service. At the 10:00 AM service that day, teachers, graduating seniors, and second graders moving up to third grade will be formally recognized.
9. There will be meetings for all teachers of children and youth on May 24 and 31. The Safeguarding God's Children document will be reviewed and plans for next fall will be discussed.

PARISH LIFE

1. As of May 11, 172 adults and 33 children will be attending the Annual Meeting on Sunday, May 15. The original bid of the caterer, Centerville Café, of \$2100 was based on 100 adults and one server. The latest count will require more food and two additional servers, so the final amount will be \$3250. The current set up calls for two buffet lines in Parish Hall C, with people going down both sides of each line. Lines for food will begin at the window end of the room, leaving more standing space for those waiting for their food. There will be several beverage stations and 25 round tables for those attending the meeting and lunch. Ministry Presentations have been planned (some with video), and a detailed timeline is in place for the morning that will include a report by the Senior Warden, Ruth's words of recognition and appreciation, the Report of the Judges of Election, and the Commissioning of the new Vestry. Many thanks to all who have worked hard and creatively to bring this new Annual Meeting to fruition.
2. An Interfaith Event will be held Sunday, May 15, at 4:30 PM at Temple Beth Emeth. The event will put together packages for youth placing out of Foster Care.
3. Pipe Organ Encounter: 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 ages 13-18 (with keyboard background) to have an opportunity to get some experience playing and hearing pipe organs. It's 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 20-24 (they split the kids up among the various participating churches). We will provide lunch in the Parish Hall on Monday, June 20 for the entire group plus chaperones.

WEBSITE REDESIGN TEAM

1. The team has completed the development of a Creative Brief for the new website. The document is currently undergoing review by Ruth and other stakeholders in the Parish. Once finalized, the document will form the basis of an RFP which will be sent to prospective bidders on the work of developing the site.

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