

**Christ Church Christiana Hundred
Vestry Meeting Minutes
November 12, 2009**

Present: Wilson Anthony, Steve Brodt, Barbara Cairns, Ted Cover, Oliver Faulkner, Betsy Field, Andy Johnston, Wes Jones, Ruth Kirk, Martha Lankford, Gina Pike, Bitsy Robbins, Judy Sargent, Rich Tucker, Ann Wick

Also Present: Jennifer Andrews-Weckerly, Russ Bohner, Linda Boyden, Bryan Keenan

The meeting was called to order at 7:02 PM by Ruth Kirk.

Ruth led the group in a devotion on "The Incarnational Church."

Bitsy Robbins offered the opening prayer.

The Minutes from the October 15, 2009 Vestry meeting were reviewed. Rich moved that the minutes be approved, Ann seconded, and the motion passed unanimously.

Ruth welcomed Oliver Faulkner to the Vestry.

Wilson Anthony acted as Clerk for this meeting.

Cluster Reports

Service to Others: Barbara Cairns gave a presentation on the Outreach Committee's work on the allocation of the \$100,000 in funds designated for outreach from the Capital Campaign. Barbara reviewed the criteria developed by the Outreach Committee for the use of the funds. The committee received 10 requests for capital grants from organizations in Wilmington. All proposals were specifically ranked and reviewed against the grant criteria. The committee proposes that the funds be given to Friendship House to allow for expansion of the women's housing and employment programs (see Attachment A). A new shelter specifically dedicated to women transitioning from prison will be created. The Vestry commended the Outreach Committee for its fine work.

Betsy Field gave a report on the status and progress of work on the Green Show (see minutes from Oct. 20 meeting, Attachment B).

Stewardship: Linda Boyden gave a presentation on the Capital Projects Reserve proposed budget for 2010 (see Attachment C). Linda also distributed spreadsheets on Capital Projects Reserve Funding and the Buildings and Grounds Master Plan (see Separate Excel Appendices 1 and 2). Andy Johnston gave an overview of the Capital Projects fund process which was created in 2008 with funds from the Capital Campaign. Linda reviewed the specific items in the 2010 budget and addressed questions raised by Vestry members. Concern was voiced about the need for Commons Room furnishings and whether the upgrades were needed. Linda described how the cabinetry in the Commons Room will also be upgraded as part of the proposed \$18,000 furnishings and upgrades. The Vestry discussed possibly replacing only the cabinetry and not replacing furniture. Linda also gave a brief review of the organ renovation project. Barbara moved and Ann seconded that the budget for Capital Expenses be

approved as presented. Further discussion ensued around the Commons Room renovations. The motion passed unanimously. The Vestry commended Linda and the entire Buildings and Grounds Committee for their significant work planning the Capital Expense needs of the parish. Oliver Faulkner gave a brief overview of work which was performed over the weekend of November 5-6, reworking the storm water drainage behind the Parish House.

Bryan Keenan gave a presentation on the proposed 2010 operating budget (see Separate Excel Appendix 3). The Vestry reviewed a document which provides principals and guidelines for the budget review process (see Attachment D). Andy mentioned that the Vestry will not vote on a budget at the November meeting, pending the results of the 2010 Stewardship campaign. Bryan reviewed expected results for FY2009 and noted that the additional endowment draw approved by the Vestry for the 2009 budget will not be required. The Finance Committee has proposed that the expected small shortfall be covered with funds from the Contingency Reserve. Bryan reviewed the detail of the proposed 2010 budget. Bryan specifically mentioned the Diocesan contribution, Funding of Lay Pensions, and Capital Reserve funding as areas where additional funds would be welcomed if income made them available.

Spirit Life: Wilson Anthony read a letter drafted for signature by the clergy and Vestry (see Attachment E) which states support for Jennifer's Ordination. With approval by the Bishop, Jennifer will be ordained at Trinity Church on January 9 at 11:00 AM.

Rector's Report (see Attachment F)

Ruth reviewed her report.

Other Matters and Final Thoughts

Bitsy gave the concluding prayer.

The meeting was adjourned at 9:06 PM.

Respectfully submitted,

Wilson Anthony, Clerk-Designee

Attachment A: Friendship House Proposal

Proposal: Strategic Expansion of the Women's Housing & Employment Programs

Founded in 1987, Friendship House currently operates one emergency shelter and nine halfway houses, hosting sixty-five homeless individuals and families on any given night. Its three daytime centers for men and women daily serve over two hundred homeless clients. Its clothing ministry—The Clothing Bank of Delaware—distributes more than 12,000 pounds of quality used clothing monthly through its network of more than three hundred distribution centers. Its prison outreach ministry offers on site presentations and individual case management to more than one hundred fifty men and women incarcerated in Delaware prisons. The Friendship House volunteer corps now numbers more than one thousand men, women, and youth.

The Need

The United States is in the midst of the worst economic crisis since the Great Depression. Both the job losses and housing foreclosures that make national news are painfully apparent in our own community. There are currently more than 2,000 foreclosed homes on the market or up for sheriff's sales in New Castle County. In April, 2009, the unemployment rate in Wilmington exceeded 10%. With the closing of the Chrysler and General Motors auto plants, manufacturing jobs have been decimated.

In its service to the displaced citizens of New Castle County, Friendship House daily deals with this reality up close and in person. Of the 4,700 clients served by Friendship House in 2008, one in three was either newly homeless or in imminent risk of losing their homes. Nearly 80% of the employable homeless clients of Friendship House are without full-time jobs.

Of special concern to Friendship House is the dramatic increase in the number of female clients in need of housing and employment. Homeless women who have recently been released from prison are facing an especially difficult time. The Department of Corrections cannot give prisoners a specific release date in time for them to reserve a bed in the shelter system. Unfortunately, having nowhere else to go while they wait for a program slot to become available, most of these women fall back into survival mode and return to their former living situations. It is not surprising that 41% of female ex-offenders return to prison within five years of their release, or that Governor Markell has made improving the prison re-entry program one of the state's highest priorities.

Responding to the Need

Friendship House proposes two responses to the need for temporary shelter and employment for women being released from prison:

1. To expand its Women's Transitional Housing Program to include a 30-day emergency shelter for program-oriented female ex-offenders who have been interviewed and accepted into the housing program.
2. To increase the availability of entry-level employment and training by expanding the Clothing Bank employment training program from four to six paid intern positions.

Description of the Current Housing and Job Training Programs

Women's Housing Program

The Women's Transitional Housing Program is currently a two-stage program that assists single women and mothers with young children who have already demonstrated a commitment to addressing their issues in a holistic manner. The program continues to enjoy a reputation as a good program for women in recovery from an addiction; an increasing number of these women come to Friendship House directly from prison.

Ashford House and Patterson House, two Friendship House properties, offer transitional housing to homeless women and their children for 90 to 180 days. This program emphasizes development of self-sufficiency. As a second stage, Palmer House and Concord House, two more Friendship House properties, offer long-term transitional housing programming for those Ashford House and Patterson House graduates who have demonstrated a high commitment to their programs. Stage Two Housing offers residents a continuity of shelter, assistance and support with a greater degree of both independence and responsibility.

Clothing Bank Job Training Program

The Friendship House Clothing Bank employs women entering the work force for the first time in their lives or after lengthy unemployment. In recent years, the majority of these women have also been recently incarcerated. The program is essentially a paid internship through which a woman receives a paycheck while relearning the skills necessary to find and maintain employment. About thirty women annually participate in the Clothing Bank Job Training Program.

Eight weeks of employment at the Clothing Bank have proven sufficient to develop most trainees into reliable, punctual, courteous and hard-working employees. Besides successfully fulfilling all the tasks typically associated with warehouse work, each woman receives some intensive customer service experience.

In 2006, the Clothing Bank instituted an internship program that allows trainees to work two days weekly with local employers. Another upgrade to the employment training program was the installation of online technology centers at both the Clothing Bank and the Women's Housing Program. With the employment process going digital, most trainees and residents need basic typing, computer and internet literacy simply to apply for a job.

Description of the Proposed Expansions

Shelter Component

1. Location: 716 N. Union Street, a two story brick apartment house, currently owned by Harrison Realty. Members of one of Friendship House's sponsoring churches, the Harrisons are willing to sell. The property is immediately adjacent to Ashford and Patterson House.
2. Size: Six to eight residents at one time.

3. Operations: As a shelter, the new program would operate with stricter house rules, a tighter daily schedule and more on-site staff supervision than is the case with transitional housing. The most similar current Friendship House program would be Andrew's Place, the emergency shelter for elderly homeless men.

4. Program: As a condition for remaining in the shelter, each resident would be required to:

- Comply with all shelter rules and daily schedule
- Keep all appointments with program case workers
- Actively participate in all on-site meetings and programs
- Develop and begin to implement a personalized recovery strategy that addresses issues such as recovery from addictions, probation/parole requirements, employment needs, and educational/vocational training needs.

Employment Training Component

In addition to providing more female ex-offenders with temporary entry level jobs and employment training, the expansion of the trainee workforce from four to six would enable the Clothing Bank to adjust the ratio of warehouse work hours to training/job search hours in favor of more individual training. Each trainee would have more time for individual work with her Friendship House case manager, additional on-site computer training, job searches and applications, and further options for off-site internships with local employers.

Budget

Start-Up Costs:

Purchase of 716 N Union St.	\$275,000
Renovations & Retro-fitting for Use As A Shelter:	\$25,000
Furnishings and Carpeting:	\$11,000
Total	\$311,000

Annual Operating Cost:

Physical Operating Expenses for the Shelter (Utilities, Maintenance, Insurance, etc.)	\$15,000
Shelter Staffing Costs (1 full-time, 2 part-time positions)	\$50,000
Programming (Supplies, Groceries, etc.)	\$6,000
Two Additional Clothing Bank Trainee Positions (90 days per women = approximately \$3,200 in payroll costs plus worker's compensation	\$25,000

insurance)	
Total	\$96,000

Possible Funding Sources

The following are possible funding sources.

Possible Capital Funding:

Christ Church	Proposal accepted for consideration, response 11/2009	\$100,000
Ashford Family Foundation	Received	\$36,000
Friendship House Cash Reserves	Available, if needed	\$75,000
Longwood Foundation	Proposal accepted for consideration, response 12/2009	\$75,000
Welfare Foundation	Proposal accepted for consideration, response 12/2009	\$20,000
Crystal Trust	Proposal accepted for consideration, response 12/2009	\$50,000
Total:		\$250,000 - \$356,000

Operational Funding:

Immanuel Church, Highlands	Committed	\$30,000 (for 5 yrs)
William Drinkard Estate	Received	\$25,000 (for 3 yrs)
Individual Donations (from FH General Operating Income)	Committed	\$15,000 (for 5 yrs)
Laffey Mc Hugh Foundation	Proposal accepted for consideration, response 12/2009	\$20,000
Sister of St. Francis Social Justice Fund	Proposal accepted for consideration, response 12/2009	\$3,000
State Farm Good Citizenship Fund	Proposal accepted for consideration, response 11/2009	\$3,000
Total:		\$96,000

Attachment B: Spirit Life Report on Green Show – Meeting Minutes, October 20

Chairman Elizabeth Brodt opened the meeting promptly and called for committee Reports depending on comers' appearances and time constraints.

Credit Card Sales

Elaine Trueblood shared the welcome news that we will not be dependent on phone lines this year – Eureka!

She plans to provide 4 terminals, and additional volunteers will direct traffic and compute total obligations as lines snake to their destinations. (The 8 – 9:15 time period is critical and needs volunteers.)

Christmas Spirit

Sandy, Judy, and Kristen have heroically and miraculously cleaned the Green Show room and sort additional contributions as they appear.

Logistics

Chuck masterminds this challenge and with Beth will work out the placement of the new freezer and disposal of the one that limps.

Freezer

Beth and Louise have ratcheted up the quantity of their wares; the workshops are well attended. Emails convey their zest for this job, and there will be 2 workshops for cinnamon buns so one can purchase every possible combination – plain or saturated with nuts and raisins.

Invitations

Xannie Morris is stuffing the invitations – mine has arrived! (9/24)

Inside Greens

Nancy and Leslie, plumbing the depths of their experience, will emphasize “the natural” in their decorations. Donations of pine cones, berries, Hydrangea, and the like, are coveted.

Luncheon

Mara and Molly will provide tasty Xpress lunches using disposable plates, cups, etc. Dishwasher Troops rejoice!

Vestry Liaison

Betsy is working with Rufus and the Youth – Trish Johnston and Matt Kirk will coordinate their colleagues while Caty Anthony and Lynne Jensen will check bags in the chapel.

Silent Auction

Elizabeth reports that Donation Forms have been available at Coffee Hours and donations are coming in.

Lynn Winkler pleads for artwork to arrive promptly for reframing anything in need ...

Nancy suggested that Robbie Grant might be a possible donor – his talents are considerable and highly regarded.

Decorations

Marion will hang stockings and balls and is pondering how best to transform the wall by the main entrance.

Christmas Trees

We possess a skilled tree-wrapping machine which actually belongs to Leon ...

Outside Greens

Tomoko and Laurel will send their donor letters this week; will add a few items like Mistletoe and all greenery (Nandina, Winterberry, etc.) are welcome.

Pantry Shelf

Maryann and Chuck have accomplished the impossible and assembled, at Community Canning Sessions, a grand 256 jars!

Younger parishioners will cook applesauce and popcorn.

Nov. 15 and 22 there will be pecans for sale, and on Nov. 29 there will be tastings!

To properly display this bounty, a Country Store format is envisioned, and as seamstresses are needed, the names of Sandy Anderson, Nancy Chesser, and Mary Henderer have been suggested.

Glass cake plates with domes are welcome for the Preview Party and Show.

Lastly, Kathy Trapnell's biscotti were highly praised - perhaps she can supply a bit ...

Plants

Cathy, Nina, and Alison have rethought the number and species of their plants to include old favorites and a few new ones.

They hope the bar will continue to perch in their room as it mellows the customers, enhances the atmosphere, and perhaps boosts sales!

Properties

Rick requested a list of Committee Chairmen for Barbara who will then send new forms which she hopes to promptly retrieve.

Treasurer

Rick's Reimbursement Forms will be upstairs soon and early requests are appreciated so he can stagger inroads into his coffers.

This year he will train volunteers ahead of time, with assistance from Diane Mateson.

Vendors

Louise has signed 10 up and they will be located upstairs at the Preview Party and downstairs on Saturday.

Preview Party

No General has stepped forward but the legendary Mascitti - Younger - Robbins guard will feed all comers with 5 star temptations.

General

A comprehensive discussion of price dropping concluded that we simply won't - no catering to "bottom feeders" was one translation.

We will contact the Office for names and carry extra items to retirement homes and the needy.

Cookbooks and Betsy's Meditations books will be presented to newcomers.

There being no further business to discuss, Elizabeth adjourned this crisp/productive meeting and urged all to savor her juicy ghost/pumpkin cakes of surpassing artistry.

Respectfully submitted,

Marion T. Silliman

Secretary

Attachment C: Building and Grounds Capital Reserve 2010 Budget

Two years ago, funding for annual Buildings & Grounds projects was shifted from the general operating budget into a new Capital Projects Reserve. The establishment of this fund provides for the important and proper maintenance of our beautiful and historic buildings and grounds. The B & G committee has spent considerable time updating and improving the long range Facilities Master Plan (Attachment B) to meet these needs and ensure the on-going strength of the Capital Projects Reserve Fund (Attachment A). Rather than managing to a set dollar figure provided by the Vestry and Finance Committee, we are now able to project annual facility maintenance and improvements based on past experience, current usage and projected parish needs. However, as with any property budget, funds must also be set aside annually for unplanned contingencies.

This year, the B & G committee will begin submitting proposed annual *Capital Expense Budgets* that are more specific than in the past. Clearly identified needs have been prioritized, supported with contractor or estimated pricing, and worked into the master plan. Each proposed project will have a description for clarification. Now that the committee is more proactive in identifying and preparing for facility needs, we are analyzing our current project approval processes and developing a more efficient process for the future. The proposed procedure changes will be forwarded to the Vestry for approval within the next two months.

Given the difficult financial climate and the large expense associated with the organ restoration, a number of approved projects from this past year's budget were deferred, inflating the 2010 budget request. The proposed list of 2010 projects is summarized below. Deferred 2009 projects are noted with an asterisk.

Proposed 2010 Capital Expense Budget

Budget	Category	Project Description/Recommendation
\$20,280	Exterior Painting	Paint the exterior trim and doors of the Church building; last completed in 1999; areas peeling, concern of damage to exposed wood if delayed.
4,720	Exterior Painting	Paint the exterior trim, doors and siding on the Rectory; last completed in 1999; areas of mold and peeling paint; aesthetically color needs to coordinate with new windows.
12,000	Interior Painting	Multiple areas within the Parish Center Building to include the 3 rd floor corridor, Rooms 211, 212, 213, 214 and Halls A & B; last completed in 2000.
15,000	*Carpeting	Replace 10 year carpeting on the 3 rd floor of the Parish Center.
15,000	Parking Lot	Seal coat and restripe parking lot; save 50% by purchasing equipment to move the seal coating portion of this project in-house; even greater savings will be realized over future years. We will continue to contract re-stripping.
5,000	Fire Safety	Church Smoke Alarm; expand existing smoke alarm system to include

the attic and steeple.

3,000	Master Landscaping Plan	Creation of a Land and Biodiversity Management Plan by the Delaware Nature Society to guide future decisions regarding invasive alien plant control, habitat improvement, restoration needs and new plantings.
10,800	Phase I Landscaping	Implementation of phase I of the Land and Bio diversity Management plan for invasive alien plant control and new plantings.
7,400	Tree Work	Specific removal and thinning of problem areas throughout the property.
3,000	Sidewalk Repair	Replacement of cracked and heaving sidewalk sections behind the Sexton's house.
12,000	Exterior Signage	Replacement of damaged and missing wood signage posts throughout the property to match new metal posts at entrance to the Parish Center.
4,160	*Storage Shed	Shed to be located behind the Squirrel Run Cottage Garage to store spraying equipment and lawn equipment and attachments.
25,000	*Road Repaving	Originally scheduled for 2007, this is CCCH's 30% portion for repaving of Buck Road from the traffic light to Hagley gate. The project was delayed until Hagley finished major dam repairs.
2,800	*Safety Lighting	CCEP -light playground area behind Parish House for safety.
18,000	Commons Room	Reupholster damaged and faded furniture and drapery in this heavily used room; Furnishings renovate and reorganize shelving and cabinetry to accommodate current needs.
<u>30,000</u>	Contingency Reserve	20% reserve for unforeseen, new and expanded projects

\$188,176 Total Requested Capital Expense Budget for 2010

*Deferred projects total \$46,960

Projects with Designated Funding for 2010

TBD	Memorial Garden	Relocation of names of those interred to actual garden area with new Bronze plaques, and location markers. Restore, renovate and improve landscaped beds.
5,000	Church Additions	Landscape shrubs around new additions to the church building.

2009 Budget

Approved B & G Capital Expense Budget for 2009:	\$ 196,312
Organ Restoration	124,262
Other Buildings & Grounds Improvement/Maintenance Projects	<u>49,806</u>
Total '09 Capital Expense for Approved Projects:	174,068
Projected YE Balance:	\$ 22,244

Attachment D: Budgeting Principals and Priorities

Principles and Priorities in Discerning Budget Revisions

Priorities

- We are called to growth, strengthening the congregation with new members (families with young children and youth) who also work, pray and give for the spread of God's kingdom.
- We have a preschool to nurture and form young children in an Episcopal identity.
- We take care of the buildings and grounds that have been handed on to us so that the next generation shares in this beauty.
- We invest in music for worship. A part of our congregation's identity and is funded in large measure by a history of endowment contributions and bequests.
- There is a culture choice. We have expensive tastes and prefer to pay for services more so than doing it ourselves. There is an expectation that things are well taken care of and tastefully done.
- We do outreach. We want to make an impact in the local community and in the DR.

Principles

- We are all in this together. We don't allow ourselves to fall into camps that support one aspect of our parish ministry to the detriment of another.
- We carry no debt.
- We take a 5 % draw (3 year rolling average) from the endowment so that it grows over time.
- 10% of congregation's pledged contributions given away in outreach/theological education/MDG support and clergy discretionary spending (alms).
- We make a Fair Share pledge or at least a minimum pledge to support the larger church (diocese and national church). We are Episcopalians.
- We pay salaries and benefits in line with non-profit peers.
- Two conflicting principles: endowments should be protected for the future/endowments should be used as needed.

Attachment E: Letter of Support for Jennifer Andrews-Weckerly Ordination

November 12, 2009

The Right Reverend Wayne Wright
The Episcopal Diocese of Delaware
2020 North Tatnall Street
Wilmington, DE 19802

Dear Bishop Wright:

We are writing to express our strong support for the Ordination to the Priesthood of Jennifer Andrews-Weckerly, our Curate and Deacon at Christ Church. Since joining our church staff in June, Jennifer has been a wonderful addition and has inspired us with her grace and wisdom. We look forward to Jennifer's inward and spiritual grace leading our congregation in the outward and visible sacramental signs of our Christian Faith.

Yours in Christ,

The Rev. Ruth Lawson Kirk

The Rev. Russell Bohner

Wilson P. Anthony

Stephen R. Brodt

Barbara Cairns

Edward B. Cover

Oliver B. Faulkner

Elizabeth W. Field

Andrew M. Johnston

C. Wesley Jones

Martha P. Lankford

Gina C. Pike

Donna J. Robbins

Judith W. Sargent

J. Richard Tucker

Ann D. Wick

Attachment F: Rector's Report – November 12, 2009

Personal: “The Gathering of Leaders” conference I attended at the end of October was a good opportunity to commit myself to a ministry that builds up this church as a missionary congregation, one that extends the love of Christ to those who have not heard it, to welcome and empower them for Christian life in the post-Christian world. It was a quick trip but well worth the time and travel. I'm not planning any other extended times away from the parish for the next few months.

Staff: This month Bill Owen, Jennifer Andrews-Weckerly, Russ Bohner, and Keith Dawson will be away for either continuing education or vacation.

Vestry: As a result of our retreat, we are including a time for devotion at the beginning of each vestry meeting. These brief offerings will encourage our reflection on the themes of Episcopal Identity, starting with the traits we recognized as most important to our parish.

To become more aware of our responsibilities to safeguard God's people in our congregation, we will be viewing and discussing video segments prepared by the Episcopal Church on issues of sexual misconduct. This does not replace the diocesan training that is recommended for leaders and required for the clergy and members who work with youth, but it will give us a greater understanding for the pastoral and structural safeguards necessary for healthy community life. These videos will be included in January, March, and May's meetings.

Parish:

- 1) **CCEP:** The Community Symposium is scheduled for Monday, November 16 at 7:00 PM. We hope to have a good turnout to engage in conversations and strengthen the relationships between school and congregation. The Rev. Dan Heischman, executive director of the National Association of Episcopal Schools, will be our guest.
- 2) **Planned Giving:** Mark your calendars for January 17, 2010. The Planned Giving Team is sponsoring a visit from Jim Murphy, associate program director for the Episcopal Church Foundation. In addition to speaking at the Adult Enrichment forum, there will be a luncheon for you and other invited guests after the 11:00 service. The team (Ernie Ruppe, Jon Abramczyk, Hal Schneikert, Rosanne Miller, Dave Roselle, and Hal Woodward) wants to strengthen the concept of planned giving before the launch of our Legacy Society, planned for the evening of February 12. We are also inviting neighboring congregations to send one or two members if they want to strengthen their planned giving programs.
- 3) **Jessie Ball du Pont Fund:** The preliminary grant proposal for creative mentoring training, in partnership with Connecting Generations, Inc., has received support by JBDF's board of trustees. Tom Scott and his team will be providing responses for the final proposal at JBDF's February meeting. We are grateful for this ministry partnership.
- 4) **Jennifer Andrews-Weckerly to be ordained:** God willing and the bishop and standing committee consenting, Jennifer's ordination is scheduled for Saturday, January 9, 2010 at 11:00 AM. The service will be held at Trinity Church, Wilmington, as their deacon is also being ordained. Christ Church and Trinity will need to combine efforts for the celebration. Notably, our acolytes will be used for the service, our volunteer choir combining with theirs, and Maryann Younger will coordinate our contributions for the champagne reception. Jennifer will preside at her first celebration of the Eucharist at the 8 AM service, and the celebration will continue with Simone's baptism at the 9:00. Get ready for a lot of good worship!

Diocese: On December 1 the parish clergy will attend Clergy Day with the Rev. Dr. Gordon Lathrop. On December 5, God willing, six candidates for the diaconate will be ordained at St. Stephen's Church in Harrington. Interim status continues for the people of Saints Andrew and Matthew with the Rev. Canon Carl Kunz as their priest.