

Christ Church Vestry Meeting Minutes November 11, 2010

Present: Wilson Anthony, Steve Brodt, Betsy Field, Andy Johnston, Wes Jones, Ruth Kirk, Martha Lankford, Gina Pike, Dana Robertson, Bitsy Robbins, Rich Tucker

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

Absent: Barbara Cairns, Ted Cover, Oliver Faulkner, Ann Wick

The meeting was called to order by the Rector at 7:03 PM.

Opening prayer by Rich Tucker

Minutes from October 14 were approved.

Devotion led by the Rector on the history of the term “vestry” from “Meditation for Vestry Members.”

Election of Unfilled Vestry Term

Andy Johnston moved, Steve Brodt seconded a motion which passed unanimously to appoint Dana Robertson to fill the term of Judy Sargent, who has relocated to Texas and resigned from the Vestry.

Election of Delegates for 2011 Diocesan Convention

Chuck Durgin was our delegate last year and is willing to serve again. Andy Johnston moved, Wilson Anthony seconded the nomination of Chuck as our delegate for 2011. Andy Johnston moved, Wilson Anthony seconded Rich Tucker as our alternate delegate. An additional delegate will be chosen at the next vestry meeting.

Stewardship

2011 Capital Budget (Linda Boyden)

Materials were distributed and reviewed for 2011 Buildings & Grounds projects. Discussion and questions followed Linda's remarks. The repaving of Buck Road was funded from accrued dues that other stakeholders and CCCH have paid each year, resulting in a reduction in total expenses for 2010.

Beginning last year, the committee began planning for and submitting detailed projects that were proposed for the entire year. New to the process this year was the incorporation of meetings with groups that use our facilities to bring additional voices into the planning process. This assisted in preparing the budget for 2011. Budgeted funds not spent roll into the Capital Reserve fund. Proposed projects include:

- Commons Room upgrade, which was postponed from 2010, including new furnishings as well as improved shelving to accommodate an expanded parish library, making this a multi-purpose room
- Youth Annex upgrades and expansion in the Rectory basement
- Parish House hot water heater replacement
- Carpeting and vinyl flooring combined in some 2nd floor rooms in the Parish House. This will expand the life of the flooring.
- Audio visual project with upgraded equipment for hearing-impaired parishioners and visitors in the sanctuary. A number of parishioners have indicated that the current system does not meet their needs. Discussion followed. Several wondered if we were aware of all the new technology coming in the next few

years and the need for experts to consult, so that our system would not be outdated or obsolete in 5-10 years.

Also discussed were a new phone system and new landscaping plan. The new landscaping plan will be phased in over the next 10 years; Linda will look into putting a summary online. Dana Robertson moved, Wes Jones seconded a motion to accept and approve the Buildings & Grounds report and proposed projects for 2011. The motion carried.

Linda then briefly discussed special projects proposed for 2011: a Labyrinth and Memorial Garden improvements. One labyrinth option includes a design that is virtually maintenance free. The Memorial Garden project consists mainly of erecting plaques outside in the garden—a move from the current narthex location. This will deal with the obvious space limitation where the current bronze plaque is in the narthex. There are several options available, with cost differences. Discussion followed. Members asked what expenses current Memorial Garden funds were used for and whether paying for this project from that fund would result in a need to replenish the fund in the future. Linda noted that moneys from the Memorial Garden fund are used each year for maintenance, and this project would come under that category. This issue will be discussed and addressed in 2011.

2010 Third Quarter Financial Reports were distributed and reviewed. (Bryan Keenan)

2011 Stewardship Report: Week 4 report was distributed. 398 pledging units in; 181 from last year yet to pledge. Ruth reviewed data as of this week. Stewardship phone-a-thon will occur on Sunday, November 14. The Rector was very encouraged by the number of pledge amounts that increased and the number of new pledges.

2011 Mission Budget: Bryan reviewed the process, discussing the 12-month actual results (July 2009 –June 2010) used to prepare the 2011 budget. Highlighted was the increase in the budget to bring us back to the fair share level for our diocesan contribution. This will help to reinstate some of the cuts in diocesan ministries from previous years. Under parish programs, Bryan called attention to three changes: increase in youth support, a decrease in the budget for parish receptions (Parish Life Committee) and a realignment of recitals and guest musicians reflecting the new endowment for our Musician in Residence program.

Merchant and bank fee expected expenses show an increase of 40%, reflecting an increase in the number of parishioners who now pay online and the increase in online banking fees, an additional banking service added this year. Due to the need for increased financial controls, our use of online banking is now a necessity rather than an option. Under Buildings and Property, Bryan noted the planned increase in the amount paid to the Capital Reserve fund. The Vestry was reminded that what we do is a matter of faith. Parish giving for 2011 is estimated to increase by 3.7%. Also noted was the intended improvement of our website, with an expense in the range of \$20-40,000 during 2011. Funds for this will come from capital expense or operating funds. No proposal has been made as we are early in that process.

A \$201,000 shortfall is expected, with the challenge of how to fund. The Finance Committee proposed that we draw upon the Contingency Reserve and Endowment income. Although it has been an option, we have not drawn on our endowment during this recession. Noted is that the contingency reserve fund is a tiny portion of the total

endowment fund. The Finance Committee proposes that we remove the restriction on the contingency fund, passed in a prior year that requires a minimum of \$150,000 in contingency, and thereby allowing us to use the contingency fund in full for any budget shortfall. If that fund were depleted, endowment income would be used if that is also needed. Discussion followed.

Also noted was the reality that our budgeting and planning processes have vastly improved from the time the restriction to the contingency fund was put in place, which diminishes the need for its continued existence. Steve Brodt moved, Dana Robertson seconded a motion to remove the minimum requirement of \$150,000 for the contingency fund. Discussion followed, and the motion carried. Discussion then continued on the proposed budget. The Vestry complimented the Finance Committee and our business manager, Keith Dawson, for their thorough work on the budget and the clear and precise details which were given to the Vestry in preparation for its adoption. The increase in our diocesan commitment back to our fair share was important and noted by many. Also noted was the need to include funds for our website. The Rector noted that in recent years, when Christ Church gave only the minimum share to the diocese, this has been an embarrassment to many in our parish, particularly to our parish treasurer. Members of the Vestry agreed with that assessment.

Rich Tucker moved, Steve Brodt seconded a motion to adopt the 2011 parish budget as presented by the Finance Committee. The motion carried unanimously.

Rector's Report (see Addendum A)

The Rector reviewed changes made to the draft of *Covenant for Safeguarding God's People*, especially our children and youth, which incorporated changes and refinements from last month's vestry discussion. Wilson Anthony moved, Andy Johnston seconded the acceptance and adoption of this document as parish policy. The motion carried. The Rector distributed a copy of her confirmation letter sent to parish youth, noting that the letter includes information about the confirmation retreat during April at Camp Arrowhead, which coincides with the end of private school spring break.

Other Matters and Final Thoughts

The personal stewardship messages included in our weekly eNews were well received. Also discussed briefly was the idea of building the labyrinth and what the path forward might be if the idea is embraced. Some preliminary ideas for funding were reviewed. Several members stated that they did not believe there had been enough information or communication to the parish at large about the concept of building a labyrinth here and how it would enhance our spirituality and our walk with Christ. More information on that topic is to come in 2011. An Advent Quiet Day will be held on December 11. Tom Scott, Susan Casscells, Kay Keenan, and Sherry Lawton-Fasic were commended for their work on getting the Green Show "online."

Closing Prayer by Rich Tucker
Meeting was adjourned at 9:30 PM.
Next meeting: December 9

Respectfully submitted,
Dana Robertson, Clerke

ADDENDUM A
Rector's Report – November 11, 2010

Personal: I want to express my gratitude to Steve Brodt, Rich Tucker, John Faulkner, Wes Jones, Wilson Anthony, and Andy Johnston for their pastoral care over the course of the last year. Their work led to greater learning for me and served Christ Church well. Thank you.

Next week I attend the biennial conference for the National Association of Episcopal Schools in San Antonio, Texas. I am proud that **Catherine Dolan** and **Maryann Younger** will be presenting a workshop on our outdoor classroom and honored to jointly lead a workshop for rectors of congregations with schools. **Jo Harney** will also attend. I'm also glad to announce that this month Rick and I celebrate our 20th anniversary.

Staff: I have completed the performance reviews for all staff members, with the exception of Mike Sayer and Jo Harney.

Parish:

All Saints' Sunday: We were pleased to welcome the Rev. John Martiner and his wife Betty back to Christ Church for our celebration last Sunday morning. There were six baptisms at the 9:00 AM service and a packed house. Attendance was recorded at 440, with higher than average attendance at 8:00 and 11:00 AM as well. Attendance was also good for Evensong. We learned why it was so dark for the procession to the Memorial Garden at the conclusion of Evensong this year. The previous year we changed the start of Evensong to 4:00 PM! We will remember to do so again next year.

Christmas: With a little trepidation, I have agreed to eliminate Christmas passes this year. We had only been issuing passes for the 4:00 PM service. The announcement went to the congregation today, with the hope that people continue traditions of attending another of the 5 services offered. We will be prepared for overflow in the Chapel and take communion there should it be warranted. The most crowded service has been the 10:00 PM, and the service with most room to grow is on Christmas morning. We also plan for services at 8 and 10 AM on Sunday, December 26 with fellowship following the second service. We are not mailing out Christmas memorial letters this year but encouraging memorials in eNews, the bulletin, and special announcements.

Confirmation: A letter was sent to youth who are candidates for confirmation this year. Because of school finals and an objection to a midweek service, I am searching for a bishop to preside on Pentecost, June 12. In preparation, we are holding a retreat at Camp Arrowhead in early April. The dates fall at the end of the spring break for most independent schools, and my making the retreat mandatory is causing some concern for some parents. Lynne and I made this plan because the sacramental rite of confirmation should receive careful preparation, and our program last year (five Sunday mornings and a Saturday morning retreat) did not meet my standards for excellence.