

**Christ Church Vestry Minutes
November 10, 2011**

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

Also Present: Ned Jackson, Bryan Keenan

Absent: Rich Tucker

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

Minutes from October were approved as submitted.

Election of Diocesan Convention Representatives and Call for Alternates

Jennifer O'Connor continues as our delegate. Rebecca Durgin was elected as the second delegate. John Crossan and Dana Robertson were elected as alternates.

Vision Process Map and Vestry Commentary (see Addendum A) Cathy Parsells

The Vision Implementation Plan was distributed and discussed. This will be communicated to groups in early 2012 and then introduced to the parish at large at the annual meeting in May. The various ministry groups and committees were assigned Vestry representatives to promote our new vision. This will occur in January/February. Other groups were added to the list, which will be updated by Cathy. Between now and December, contacts will be made to schedule meetings. Communications will be developed over the next few months, targeting spring. Our mission and guiding principles will be a part of our communications and discussions with all groups, and the parish at large. Talking points are being developed by Jennifer and Martha. The goal for the presentations must be clearly defined so that the parish is able to take ownership of our new vision. We hope the committees and parish will be excited about our new vision and the plan for its implementation. Also planned will be a gathering of and discussion with former vestry members.

The draft commentary (talking points) was distributed. Jennifer and Martha asked for feedback via email by December 8. The first two pages are what can be shared publicly. The remainder of the document is to be used as a resource for vestry members to assist with talking points.

Devotion by the Rector

We really can't do more with less (current secular trend), but we may need to choose to do less. What is God calling us to do if we have less and cannot do all that we would like to do in 2012? In this anxious time, be of good cheer. God is here. We are asked to keep Rich and Barbara Tucker in our prayers.

The Stewardship of Ministry in 2012

Treasurer's Report – Ned Jackson

Ned reviewed the context of our current financial situation. We need a step change in pledging. A new strategy is needed. We are in the top 1% of Episcopal parishes in members' income, but at least 50% of our members are not giving their "fair share." The current proposed budget includes a deficit of \$242,208. We should focus on making a difference, rather than cutting costs. Current operating expenses should be covered in full by annual giving of our members, allowing the endowment to be used for Outreach and special ministry projects.

There are 548 pledge units with a potential of 684. 100 others give small amounts but do not pledge. 45 pledging units pledge 38% of our pledge income. Only 90 households (out of 650) give the average pledge or above.

The Vestry is asked to think through their own giving and determine if they are giving their fair share. Suggestions: share data with 4-6 friends. Invite CCCH friends to dinner to share data and seek input on a path forward to a balanced budget. Then, give feedback to the Finance Committee. Share the story with others as opportunities arise. Committee chairs can meet in small groups with Ned. He also suggested that committee chairs host a dinner to encourage giving among active members, share the finance story and seek input, and report back to Finance who attended.

For a 2013 campaign strategy, the Treasurer recommends we continue to stress fair share giving and increase communication.

Discussion followed with the Treasurer and Finance Committee Chair. It was suggested that we hold the phone-a-thon that we have done in prior years, to encourage all to make their 2012 pledges. We are also seeing our endowment income not coming back to where it was in prior years because of the economy. The Vestry discussed a worksheet showing 2008-2011 budget comparisons. Program ministry has been flat; parish administration has been flat with very modest increases; personnel and health care costs increased; fair share to diocese was restored, so the budget trend has had small increases, but not generally for programs. Sharing information now will open a lot of eyes of parishioners who do not know our current financial situation or that we are running a deficit. It was suggested that we build an education piece around our financial situation and how we all can move forward to a solution. Also suggested was to communicate what we would need to give up if we cannot bridge the gap between budget and income with additional pledging.

2012 Budget Scenarios – Ted Cover

Ted reviewed four potential budgets. They ranged from balancing fully by drawing from endowment to an expense budget that does not increase the existing 5% draw from endowment. The Budget Committee is convinced we need to increase parish giving.

Scenario 1

Treasurer Budget: Additional draw from endowment of \$226,030 (less 42,214) and remaining \$17,286 from capital campaign to balance budget. No cuts to ministry, salary increases as planned, hire curate in June.

Scenario 2

Add curate in June, maintain fair share, Outreach from holiday offerings go to operations. Take \$161,402 in additional draw from endowment. Reduce capital projects transfer, and work toward no draw in 2013.

Scenario 3

No curate, add additional endowment draw of \$65,000. Reduce diocesan acceptance below fair share, but above minimum, pass-through special offerings to operations, reduce program (ACE, PL, Evangelism), reduce capital projects transfer.

Scenario 4

No additional draw from endowment, no curate, increase cost allocation from CCEP, reduce diocesan acceptance to minimum, pass-through special offerings to operations, reduce program, additional reduction of capital projects transfer. Further staff reductions also included in this scenario.

May	<ul style="list-style-type: none"> • Introduce at Annual Meeting • Communications (Communicator, Bulletin, Adult Ed?) 	
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Groups

Responsibility

Staff	
CCEP	Roger Kirtley
Sunday School Teachers	Parsells
Youth Group w/ Teachers	Parsells/ Durgin
Outreach	Cairns
Pastoral Ministries	
Altar Guild	
Parish Life	
Choir	
Global Missions	
Worship	
Green Show	
Finance	
Stewardship	
Personnel	
Building and Grounds	
Website Redesign?	

ADDENDUM B – SERVICE TO OTHERS CLUSTER REPORT

PASTORAL MINISTRIES TEAM

PMT met for its regular monthly meeting on November 7, 2011. Items of note include:

- Caregivers Support Group continues to have active participation at their monthly meetings. Some schedule adjustments will be made during the upcoming holiday season.
- Celebration of Life has begun recommending that receiving lines at receptions begin farther into Parish Hall B to reduce crowding on the stairway leading down to the Lower Level. This worked out well at the Brandt reception on November 4.
- There are presently several Eucharistic Visitors free to take communion to those who request it. The missing kit has reappeared.
- On behalf of the Flower Ministry, flowers were delivered to Gladys O’Brien who celebrated her 100th birthday on November 6.

OUTREACH FOR CHILDREN & YOUTH

The 3rd and 4th graders made welcome bags for Epiphany House in the month of October. The bags will be given to the women when they enter Epiphany House. Linda Boyden shared with the class about the ministry of Epiphany House.

The 5th and 6th graders made cards and friendship bracelets for the children at Ronald McDonald House. Rachel Macha shared with the class about the ministry of Ronald McDonald House.

The Youth will be helping with the Green Show this year.

The Youth also will be participating in the National Day of Service on January 16th. More details to come.

Julian Turner represented Christ Church’s youth at the UrbanPromise Dinner on October 27. She shared

with the Rite-13 class about the ministry of UrbanPromise. The Rite-13 class will be looking at ways to be able to support the UrbanPromise ministry to the children of Wilmington.

Preparations continue for the Youth Mission Trip to the Dominican Republic and the Jr. High Mission Trip to Harrisburg, PA.

OUTREACH COMMITTEE

The program and breakfast presented on October 20 was very well received by our agencies and guests. Over 100 people attended. Guest surveys garnered many positive comments including 56 suggestions for next year's program. The Committee recommends setting a permanent date on the Church calendar for this event, such as the third Thursday of October.

The application to the Jessie Ball du Pont Fund to support Stewards for Children was declined. The Fund thought the goals could be achieved with other programs. The Outreach Committee is discussing other sources of funding for the program.

The Committee concluded a discernment process on the policy about giving to schools. The policy has been amended to eliminate language that we do not give to schools and replace it with guidelines outlining consideration will be given to the organization's overall mission as it aligns to the program and designated focus for our giving. The new guidelines for grant requests are an appendix to this report. They will be posted to the Church website after the Green Show. Special thanks to Russ Bohner for his leadership in helping to craft language based on the Committee's discernment.

Agencies who received funding from Christ Church in 2011 are required to submit a year-end report on how the funds were used and measureable outcomes. Agencies must submit a year-end report in order to be considered for the funding in 2012.

Members of the Outreach Committee will be assisting the Parish Life Committee in presenting the Interfaith Potluck Dinner and preparation of thanksgiving baskets on Sunday, November 20.

The Adult Christian Enrichment Committee is collaborating with the Outreach Committee to promote Christ Church parishioners' participation in A National Day of Service on Martin Luther King Day in January 2012.

The Parish is engaged in preparations for the Green Show under the leadership of Chair, Dr. Beth Duncan. All endeavors look strong. The beautiful crazy quilt organized by Marion Godfrey is in final preparations for the raffle. CCEP is taking a new role in the Show by presenting a new department, Angel Threads, offering gently used children's clothes. All CCEP parents are being invited to the Preview Party. A new format will be tested on Saturday with vendors in the Parish Hall, lunch served on the buffet counters in the kitchen hallway, with lunch tables in the center of the Parish Hall. Vendors will also be on the second floor to keep the upstairs of interest to guests. New publicity efforts are under way to increase attendance on Saturday, including investing in new signs to be placed around the community. Word of mouth is a valuable tool. Please use the attached flyer to spread the word in your office, school, among friends, or other community organizations. We hope all Vestry members will RSVP to attend the Preview, bring a friend over the weekend, help out, and buy, buy, buy! Finally, the wonderful news is Jennifer O'Connor offering to co-chair the Green Show in 2012! Thank you, Jennifer!

CHRIST CHURCH EPISCOPAL PRESCHOOL

- The Butterflies class completed ERS practice assessment. Results by 11/17; full assessment on 11/21.

- Sent enrollment application to Church Pension Group for our six eligible employees; will begin employee applications soon.
- We had Morning with Dads on 10/19. Great success.
- Jo met with Delaware Stars representative about 3rd star readiness and possibility of moving quickly to 4th star.
- The Smart Board is being used more and more (3 classrooms so far).
- Bishop's Visit and PA meeting was Wednesday. Enjoyed by all.
- Grandparents Day is Thursday.
- Planning a parent meeting for Pre-K parents and PK teachers to help them with their decisions for school next year.
- Discussed the sign issue and DELDOT's response and requirements.
- Development Activities
 - 1st Appeal letter to current CCEP Families, BOT (current and past) this week
 - Planning several events for the future
- Parents Association
 - Walked labyrinth with Ruth
 - Setting up table for gently used clothes at Green Show
 - Soup making workshop
- Budget is on target and slightly ahead of plan.
- We are considering alternate Pre-K Full day option with no nap for 2012 school year.
- We are exploring several options for advertising in the next few months.

**APPENDIX: CHRIST CHURCH CHRISTIANA HUNDRED OUTREACH COMMITTEE
Criteria and Guidelines for Funding Requests for 2012**

All requests for funding will be carefully reviewed and prayerfully considered by the Christ Church Christiana Hundred Outreach Committee. For further information or clarification regarding these criteria and guidelines, please contact The Rev. Russ Bohner at (302) 655-3379 or rbohner@christchurchde.org.

Criteria:

- A majority of funding will go to programs that address poverty, specifically those programs that feed, clothe, house, educate, advocate for, and offer health care for the destitute, homeless, helpless, and deprived.
- While focusing on programs that address poverty, we will also consider existing programs and new initiatives that are consistent with Christian concerns for peace and social justice, subject to the availability of funds.
- Priority will be given to programs that have active Christ Church parishioner involvement and that offer creative use of volunteers.
- Priority will be given to programs where Christ Church funds have the greatest impact by leveraging other sources of funds and by involving program collaboration with other organizations/agencies.
- Organizations/agencies will be evaluated on how efficiently they use their financial resources and on how directly and effectively the overall work of the organization/agency (and not just a particular program) meets the above criteria.

Guidelines:

- Grant proposals need to describe the program for which funding is requested, how this program meets the above criteria, suggest ways Christ Church members can be involved as volunteers, and describe anticipated outcomes of the program.
- Funding requests need to be for a particular programmatic and/or organizational need and be used within the next year.
- If funding is provided from Christ Church, the organization/agency receiving the funds commits to providing a year-end (EOY) status report and an accountability report on the use of the funds. If an organization/agency received funds from Christ Church in 2011, the EOY report is due to Christ Church by December 31, 2011. If Christ Church does not receive an EOY report by the deadline, funding requests for 2012 will not be considered.
- Funds are awarded on an annual basis. Receiving funds for one year does not guarantee on-going funding by Christ Church Christiana Hundred.
- To submit a grant request, please use the Funding Application for 2012 and include the attachments requested at the end of the application form. Applications must be received by Friday, January 27, 2012.
- Allocation decisions will be made by April 2012, notice to agencies will be in May, and checks will be mailed in late-May for camps and in late June for all other agencies.

-Submitted by Rebecca Durgin, Gina Pike, Barbara Cairns, Martha Lankford, and Roger Kirtley

ADDENDUM C – SPIRIT LIFE CLUSTER REPORT**WORSHIP**

- Three babies were baptized on Sunday, November 6 during the 9 AM service.
- A service will be held on Veteran's Day, Friday, November 11 at 11 AM in the church.
- Eucharist will be held at 10 AM in the church on Thanksgiving Day.
- The Christ Church Choir with orchestra will perform Handel's *Messiah* on Sunday, December 11 at 3 PM.
- The Quiet Day planned for December 10 will be cancelled. Jennifer was planning to lead the day, and with her departure it was determined that there was not sufficient time and resources to adjust. Planning continues for the spring Quiet Day with April 1 as a suggested date, and The Rev. Martin Smith and The Most Rev. Frank T. Griswold being considered for guest leaders.
- The Worship Committee met on Thursday, October 20. It includes Rosanne Miller (Chair), The Rev. Jennifer-Andrews Weckerly (clergy consultant), Wilson Anthony, Dana Robertson, Jim Graham, Betsy Field, Chuck Durgin, Bruce Kallos, Stephanie Miller, Diane Bohner, and Carol Wilson. Since attendance has been low, more members will be recruited with advance notice for the meetings.
 - Rosanne observes that supplying specific questions may offer the needed structure for "pre-season" discussion and believes a focus on "post-season" consultation will be more valuable.
 - Concerns: Positioning of the 8, 9, and 11 AM services in terms of targeted audiences for each; "trying to keep all happy" is difficult, if not impossible.
 - Worship and alternative worship will be combined into one committee (instead of a separate subcommittee for the latter). An agenda will be set for that process with help from the clergy and literature on the subject (*In God's Presence*). The goal is to have a recommended plan for Alternative Worship by September 2012.

- The Altar Guild held its fall meeting on Saturday, November 5 in the chapel focused around the discussion topic, "A Glossary of Terms." The Altar Guild is finalizing assignments for Christmas.
- Bill Owen traveled to the UK in October and had a full day's meeting with John Rutter to begin planning for his visit with us in March 2012.
- The choir vestment project is progressing with Linda Boyden assisting in the selection of color.

SPIRITUAL FORMATION

- The UrbanPromise banquet was held at the Chase Center on Thursday, October 27. Christ Church shared a table with the Episcopal Church of Saints Andrew and Matthew. The inspiring evening featured stories, songs, dance, and a skit showing how God is working in the lives of UrbanPromise interns and StreetLeaders. Many who came commented on the hospitality and fellowship extended to all by these exceptional young people.
- Planning is under way for the 2013 English Choral Pilgrimage. An information meeting was held on Sunday, November 6. The pilgrimage will include many favorite choirs in and around London as well as some new experiences.
- An exploratory meeting was held on November 2 for the pilgrimage to the Holy Land being led by Ruth Kirk and George Karney.

Adult Christian Enrichment

- October's Sunday series on Pilgrimage was enthusiastically received: attendance is averaging over 90 per Sunday. The clergy led off by framing the concept of pilgrimage, and then we were blessed to host two speakers, Rabbi Peter Grumbacher and Dr. Saleem Khan, who spoke about pilgrimage in the Jewish and Muslim faiths, respectively.
- The ACE Committee is still working on arrangements to record audio and/or video of Sunday sessions.
- Eleven women gathered for the Study, Sup, and Serve program for four weeks in October to discuss the book *A World Apart*. All participants got a lot of value from the reading and discussions, and several mentioned exploring the topic further with a visit to Baylor Women's Correctional Institution and watching documentaries about women in prison. The concluding Thanksgiving-style dinner was held on November 3 with approximately 25 current participants and alumnae of Epiphany House. They shared their "thanksgivings" as a group after dinner, and all were moved by the women's testimonies and the very simple gifts of life that they appreciate.
- Sundays in November and December will feature four sessions on Adam Hamilton's new book *The Journey: Walking the Road to Bethlehem*, which examines and explores the stories surrounding Jesus' birth. Copies of the book will be sold after church beginning November 6, though purchase is not necessary to enjoy the sessions.
- An education program and day of service are being planned in conjunction with the Outreach Committee to coincide with Martin Luther King Jr. Sunday in January 2012. Martin Luther King Jr. Day and the National Day of Service is Monday, January 16.

Children's Ministry

- The Godly Play Sunday morning program is going very well. During the month of November the children are finishing up the Old Testament stories in preparation for Advent. The Enrichment at 10 AM is focused on the Lord's Prayer. In October, the children also participated in yoga and Spanish. We have also been a training site for Godly Play for two churches in our Diocese: SsAM and Church of the Ascension.
- The new curriculum (Sowing the Seeds of Faith) for the 3rd-6th grades is getting great reviews from both teachers and children. This past month the children walked the Labyrinth with Russ on the 16th. The 3rd and 4th grades made welcome bags for Epiphany House and the 5th and 6th grades made cards and friendship bracelets for the children at Ronald McDonald House. Each week there is a different activity focused on the gospel reading for that Sunday. This month the

children will be making a Jesse tree, and Russ will lead children in a session on Christian Meditation in preparation for Advent. The Episcopal moment for November is "Getting Ready for Advent."

- There have been two events—the Hayride and Trunk 'n Treat so far this year for families of children and youth. See our website for pictures from both events. The Hayride was a lot of fun with one new family in attendance. Thanks to the Miller family for their strong leadership in organizing this event. Trunk 'n Treat was a great success! We had about 20 trunks this year and lots of families and children both from the parish and the preschool. There were over 200 in attendance! It was a fun, festive event!

Youth Ministry

- Each of the Sunday morning youth classes has had the opportunity to walk the Labyrinth as well as the 3rd-6th graders.
- The Journey to Adulthood program will host Christopher Hayden on November 13. Christopher is a 23-year-old young man who was born without a right arm and with a limited left arm. He is an inspirational motivational speaker who is willing to share about his faith and life with our youth. Christopher is a family friend of Marta Illueca. Christopher will share with the youth in the Chapel.
- There will be a J2A Pilgrimage retreat December 16-17 at the church.
- An orientation meeting will be held on Sunday, December 11 at 1 PM for the YAC Mission trip to the Dominican Republic

PARISH LIFE

- The annual Hayride in Bellevue State Park was held on October 16. It was a beautiful day, and several families with young children (plus some grandparents) enjoyed the ride and the hotdog and marshmallow roast. Much hay was thrown from the wagons, and a good time was had by all—see pictures on the parish website.
- St. Faith's Guild met on November 3 to bake cookies for the Green Show.
- November will feature three "enhanced" Coffee Hours as we celebrate Baptisms on November 6; our patronal feast, Christ the King, on November 20; and a farewell to Jennifer Andrews-Weckerly on November 27. The Parish Life Committee provides cake, pastries, fruit, tea sandwiches, and/or other festive food on these occasions, in addition to the offerings provided by the regularly scheduled Coffee Hour hosts.
- Also on November 20, Christ Church will host our interfaith partner congregations (Beth Emeth Temple and Mt. Lebanon United Methodist) for the annual Thanksgiving Baskets project and potluck supper. Collections of food for the baskets and checks for turkeys (distributed in the form of grocery store gift cards) were taken in during October. We always ask that potluck dishes for this event follow kosher dietary laws.
- The Advent Wreath workshop will be held on Sunday, November 27 at 1:30 PM.
- The Diocesan Parish Life Day will be held on Saturday, November 19 with programs and worship at St. Anne's Episcopal School in Middletown. This year's theme is "Tending the Fire Within through the Arts."
- The Christmas Caroling event will be held on Thursday, December 22. The PLC will be reaching out to the clergy to identify the parishioners we should visit.
- Foyer Groups for 2012 are now forming.

Website

- The Website Design team issued a Request for Proposal in September. Four bidders responded with proposals at the end of October. Conference calls are scheduled with three of the bidders 11/9-11. The team hopes to select a vendor partner within the next few weeks and finalize an agreement for the work.

-Submitted by John Crossan, Betsy Field, Jennifer O'Conner and Cathy Parsells

ADDENDUM D – RECTOR’S REPORT

STAFF

- I was proud and a little sad to accept the resignation of The Rev. Jennifer Andrews-Weckerly, who has accepted a call to be rector of St. Margaret’s Church, Plainview, New York, in the Diocese of Long Island. Jennifer will preach on her last Sunday with us, November 27 and we will celebrate her ministry at a reception at the 10:00 hour.
- Lynne Jensen will be attending the National Youthworkers convention in Atlanta, November 17-19 and will take vacation from November 23-28.
- Russ Bohner is teaching for two Wednesday evenings this month in Rehoboth and will preach for the stewardship ingathering at Immanuel Church, New Castle on November 20.
- The Rev. Carl Kunz has been serving at St. Anne’s Church in Middletown and is committed to them until Ash Wednesday, February 22, 2012. The Revs. George Karney and Cal Wick have both offered their time and gifts for ministry as Jennifer leaves us.

PARISH

- I am hosting the annual gathering of the members of our Legacy Society at the Rectory on Saturday, November 12. This is a wonderful way to show my appreciation to those who have remembered our parish with a financial contribution in their end of life planning. My thanks to Ernie Ruppe who has chaired the committee since its inception three years ago.
- Last month I reported to the vestry that the Jessie Ball du Pont Fund was considering our grant proposal to provide training in the prevention of child sexual abuse. I was disheartened to hear that our proposal was rejected last week. With the scandal of alleged sexual abuse unfolding on the campus of Penn State, we know that breaking the silence and protecting children is challenging, but a challenge we must take up. Russ and I met briefly today, and he has written to the Outreach Committee about the potential, suggested by Tom Scott, of seeking other grants to support this work. When I can write the right letter, I will be in communication with Sally Douglass and Sherry Magill, the executive director of JBdPF. Thanks again to Tom, Tomoko Werbe, Russ Bohner, Ted Cover, Barbara Cairns, and the Outreach committee for their support.
- The Pastoral Ministries Team has made a good recommendation to the clergy that we amend our practice and communicate “Rites of Passage” in the eNews for pastoral events among our members. This comes as a concern that several people had not heard of the death of the daughter of a parish family, and so missed the funeral. This is a sensitive matter, and will have to be handled carefully, but is certainly possible and will help us serve one another with love.
- With the transition from three clergy to two, I will now work on all matters of worship with the committees, teams, and lay leaders currently involved, and will take up Jennifer’s role in working in preparation for the Youth Mission trip to Jalonga next June (I was already planning to make the mission trip a part of my youth ministry this year). Russ will take up the clergy role for the Global Missions Team.
- In October the Wedding Committee and the Notes of Care Team each gathered for tea with the clergy to review the ministry. We plan to revise the materials and the website and potentially the fee schedule for weddings at CCCH, which I will bring to the vestry when we are complete. I am grateful to Randy Sawyer for her leadership of the Wedding Committee, and to Lucy Cluett and now Marty Rushlow who has joined Lucy in coordinating the writers. Already this November the Altar Guild has met for their fall gathering, aptly organized by Mary Henderer. Gina Pike has been her assistant, and Marty Rushlow is also joining them to shadow Gina for the rest of this year and serve as Mary’s assistant next year before becoming the chair of Altar Guild in July 2013. I hope you will acknowledge their leadership ministries when you speak with them.