

**Christ Church Vestry Minutes
October 13, 2011**

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

Also Present: Jennifer Andrews-Weckerly, Russ Bohner

Absent: John Crossan, Rich Tucker

Minutes from September were approved as submitted.

The meeting was called to order by the Rector at 7:05 PM.
Opening prayer offered by Wilson Anthony on behalf of Gina Pike.

Vision Development Principles

Ruth led the Vestry in their continued work on our Guiding Principles with a PowerPoint presentation. Discussion followed. The Vestry then broke into working groups to further narrow its focus. Work will continue at the Vestry retreat. Betsy Field will organize the notes from the working groups. Next to tackle is the Vision Statement. Members are asked to bring to the retreat a new vision statement that would be meaningful to those seeking a church and a relationship with Jesus Christ.

Cluster Reports

Stewardship (see Addendum A)

The report emailed in advance was not received by everyone. Wes will update his distribution list. Copies were available for those who did not receive it.

Finance: The Treasurer's report showed nothing significant. We anticipate being 4% ahead of budgeted pledges at the end of the year. Capital Campaign giving is complete, and the hope was that pledging would then increase. That has not happened.

Buildings and Grounds: The Committee has completed their preliminary work, and the contract for the upgrade to the Commons Room has been awarded. Completion is expected in time for the Green Show. A new phone system installation will be completed in mid-December. The Buildings and Grounds Committee is preparing their 2012 project list and budget.

Health Benefits Plan for 2012: The health benefits plans for the diocese were discussed. The diocese has adopted an EPO 80/20 plan as the new standard plan. It was recommended that the parish adopt this as our plan, the plan designated as the standard by the diocese. Ted Cover moved and Wes Jones seconded adoption of the EPO 80/20 plan as the health benefits plan for CCCH for 2012. Employees will have the option to buy up to the EPO 90/10 plan and pay the difference in cost. The motion carried.

Service to Others (see Addendum B) Martha Lankford

Martha reviewed highlights of the report. It was noted that Millie Miller has been a great help to the Pastoral Ministries Team. CCEP's website is on a new platform, enabling ease of use. Discussion followed on several items from the report. Monetary procedures for the Green Show have been strengthened. Russ discussed a dinner planned among Wilmington parishes for parish leadership, to facilitate working together in the Wilmington community. The CCEP Board of Directors meeting is November 14.

Spirit Life (see Addendum C) Betsy Field

From October 13-16th, John Crossan represented the diocese at the National Church's Global and Domestic Missions Conference, "Everyone, Everywhere." The Worship Committee has become active again under the leadership of Rosanne Miller. A subcommittee will be working on ideas for alternative worship. Other items on the report were highlighted. Russ has been very pleased with the labyrinth presentations and response from parishioners. Our new curriculum (developed in-house) for Sunday School has been well received by both teachers and students. We are reminded of the Pilgrimage fund-raiser on October 18 at the Charcoal Pit. A draft of the Parish Life Committee charter was previously distributed to vestry members for their comments. The PLC has asked for acceptance of this document; the Vestry accepted and approved the new charter and thanked the committee for their work.

Wardens' Report – Ted Cover, Wilson Anthony

In celebration of the Rector's 50th birthday, the Vestry presented Ruth a framed photograph of the scissor arches from Wells Cathedral.

Rector's Report (see Addendum D)

Ruth is grateful for her recent vacation time. She reminded us of the stewardship materials that are out in the mail to parishioners. We are reminded that 30% of our income goes outside the parish. Ruth requested Vestry help with the ingathering procession of banners at all services. Also highlighted was our process in which we will engage to establish a policy and practice for the blessing of civil unions.

Devotion led by the Rector, using the book, *Meditations for Vestry Members*.

Closing prayer by Wilson Anthony.

Meeting adjourned at 9:25 PM.

Next meeting: November 10, 2011

Respectfully submitted,
Dana Robertson, Clerke

ADDENDUM A – STEWARDSHIP CLUSTER REPORT**FINANCE COMMITTEE – Bryan Keenan**

September meeting:

- The Treasurer gave a status report effective 9/29/2011, noting September was unusually slow but expects 4th quarter contributions to pick up as usual. A total 518 pledges of 548 and 52 non-pledge gifts delivered \$805,496, 4% ahead vs. last month as we reach the 75% point in the year. Pledge giving is 4% ahead, over-giving is 7% ahead, and non-pledge gifts are the same versus last month. Ned is hoping we will end about 4% ahead of total pledge.
- The Capital Campaign is complete. As reported over the past several years, there was a reduction in pledges from the effect of the Capital Campaign; the hope was the reduced pledges would go back up after the campaign was complete. Based on the numbers to date, we do not see much of an increase and now do not expect them to return to pre-campaign levels. The economy and market forces are continuing to have their effects.
- Keith presented a preliminary budget, but it was a first draft to be reviewed by the rector.
- Hal Schneikert reviewed the lay employees' pension plan performance. Both Wilmington Trust (M&T Bank) and Wells Fargo, which share the portfolio of \$1,428,138, reported positive but very modest returns which is good. We agreed to continue to use these companies to manage this portfolio.

BUILDINGS & GROUNDS – Linda Boyden

- Final punch list items for Labyrinth masonry and signage will be complete within the next week.

- Miscellaneous masonry repair around the Rectory and behind the Parish House is being completed this month.
- The temporary portable loop for the Hearing Assist system is expected to be installed in the Church within the next two weeks. If it is successful, the permanent system will be installed by the end of November.
- The Commons Room Renovation Phase I work was bid in September and awarded this week. The project is fully funded within the 2011 budget with a target completion of late November in time for Green Show.
- The Memorial Garden sub-committee met on Thursday, October 13. The group decided by email to proceed with the stone wall repair and re-pointing while masons were on site. That work was completed last week and funded within the contingency line of the B&G budget. This project includes exploring options for the design and relocation of the bronze plaques currently located in the Church Narthex as well as landscape design to replace the lost plantings in the surrounding garden beds. We expect to proceed with phase I of the plantings within the next month.
- The new telephone system conversion/installation is on schedule for completion by mid-December.
- The committee is currently working on defining B&G projects for next year and obtaining proposals to support those projects in the proposed 2012 capital budget. The proposed 2012 budget will be submitted to the Finance Committee later this month, and if requested, presented to the Vestry at the November meeting.

STEWARDSHIP COMMITTEE – Phil VanWormer

- The “Growing in Gratitude - A Community Giving Thanks” Stewardship campaign for 2012 was kicked off with Ruth’s sermon at all services on Sunday, October 9. The Stewardship mailing went to about 700 households on Monday, October 10. It included personalized letters, individualized pledge cards, a brochure, and a return envelope. Pledge cards also went out to children and youth who have traditionally pledged and donated. There will be a pledge ingathering at all services on Sunday, October 30. Education leaders are using this time as a “teachable moment” for our children and youth and will be asking those who pledge and give to share their feelings with their peers. Thank you letters will be going out to all who pledge, and there will be a phone-a-thon follow-up in mid-November for those who haven't pledged by then.
- Last year's pledge card contained a time and talents survey, and this year’s pledge card is focused on getting parishioners to consider joining the Legacy Society. The committee plans to launch a program to develop a time and talents bank on the Christ Church website in the spring.

PERSONNEL COMMITTEE – Carol Mongan

- Nothing to report this month.

- Submitted by Wes Jones

ADDENDUM B – SERVICE TO OTHERS CLUSTER REPORT

Each of the youth groups are planning their own service projects. The 3rd and 4th grade class will be decorating welcome bags for Epiphany House at the end of October. Linda Boyden will be coming to the class to share with the children about the ministry of Epiphany House. The 5th and 6th grade class will be making friendship bracelets and cards for the children in residence at the Ronald McDonald House. Rachel Macha will be sharing with their class about the Ronald McDonald House ministry.

OUTREACH

Fall Program for Agencies: Invitations were sent to the agencies we have funded as well as information in the *Bulletin* and *Communicator* to invite agency staff, Board members, and volunteers to our annual

breakfast program on October 20. The program will focus on volunteerism—how agencies can benefit from engaging volunteers, recruiting, care, and feeding—building a volunteer program with roles that benefit the organization and its constituents while being fulfilling for the volunteer.

Jessie Ball du Pont Fund: Our application in support of the program, Stewards of Children, has been submitted for the Board's consideration at their November meeting.

Green Show: Planning for the Green Show is now "full steam ahead!" The second meeting of Committee heads was this past Tuesday, October 11. Items of note:

- increase Saturday attendance by inviting and encouraging new friends; talk about GS at office; increase signage in the community with 50 placards, distribution of flyers, use of social media. A new communication committee has been formed for this effort.
- encourage and increase donations to auction
- for consideration: suggestion of including activities for children in Santa area on Saturday (i.e., face painting, candy shop, books, kids' vendors)

Change of procedure by Treasurer: all cash from the Preview will be collected at the end of the evening, as usual. It will be put in the safe and counted Saturday morning when the Treasury team is fresh. The morning is quiet as Green Show continues.

PASTORAL MINISTRIES

The Pastoral Ministries Team enjoyed a luncheon in Parish Hall B on September 19, celebrating the work of the various ministries. This was in lieu of the regular September monthly meeting.

The team met on October 10, 2011 for the October monthly meeting. Highlights include:

- The Notes of Care Committee is planning a "thank you" tea for all note writers on October 20. Millie Miller is a great help to this ministry by informing when notes need to be written and by keeping supplies replenished.
- The Celebration of Life Committee assisted with the reception following Rod Waugh's memorial service, where the attendance was much greater than the family had anticipated. The committee was able to ensure that there was enough food for all.
- Sheila Bourgeault is gathering free resources for the Caregivers' Resource Library and plans to inventory all the materials on hand.
- The idea of an educational forum on pastoral care issues was discussed. Maggie and Dixie Sanger are interested in organizing a forum on addiction, and Russ Bohner is interested in getting a small group together to develop this idea.
- The Caregivers Support Group continues to be an active ministry and includes people from within and outside the parish. Meetings are facilitated by Laurie Passarello and frequently last two to three hours.

CHRIST CHURCH EPISCOPAL PRESCHOOL

Report from the Preschool's October 11 Board of Trustees meeting:

Head of School Report: Jo updated the Trustees on the activities of the school:

- The school year is off to a very smooth start considering the asbestos tile issue that arose when the carpet was being replaced. All of the carpet work was completed in time for the school's opening. Now all classes have half vinyl flooring and half carpet in their classrooms.
- The school's website is on a new platform (Square Space) which is easier to use.
- Preparations are under way to meet new pension requirements of the National Episcopal Church effective January 1, 2012. Six of the school's employees are eligible.

- The two pre-kindergarten classes have been successful. No parent concerns have been reported.
- Jo attended a meeting last week with Governor Markell to discuss new appropriations for Early Learning.
- The practice ERS (Environmental Rating Scale) Assessment for the Delaware Stars for Early Success program will be on November 3, 2011. The actual assessment will be on November 21, 2011. The assessment will focus on the school's physical facilities as well as its health and safety procedures. If the school passes, it will receive its third star under the program.
- The school currently offers enrichment activities (soccer and dance) in the afternoon for full day students. No additional fee is charged to attend these activities. Jo raised the question whether the school should charge and should expand activities offered. Discussion followed with various considerations mentioned: (1) charge for the cost of activities, subsidize the cost, and plan to gradually reduce the subsidy; (2) include the cost of activities in tuition and raise tuition across the board; (3) have a new coordinator or existing staff plan a full program of activities for the second half of the school day. The school will have to consider how cost effective it will be to run a full program of activities. Roger recommended the group consider this matter further and continue the discussion at the next board meeting.
- Jo mentioned that, from time to time, parents change their enrollment options after signing their contract with the school. To address this concern, she is considering revised language to the contract and having parents sign a new contract if they change their enrollment options.
- New Mac computers are in the classrooms. The teachers are thrilled.
- Jo conducted Smart Board training for the teachers in August. She will continue to encourage teachers to use the Smart Board in their classrooms.
- New mulch was placed on the small playground.
- Jo has been working on large-scale Building and Grounds projects such as repainting various rooms (possibly doing a few each summer) and replacing the existing fence. Estimates for these projects have been requested.
- Jo proposed increasing the salaries of four teachers who took courses and then qualified for a higher level of state certification. The teachers currently are being compensated as "assistant teachers" but are now full "teachers." The proposed increase would go into effect January 1, 2012. The school could pay for the salary increase from Gala funds.
- The school's policy allows parents to request certain teachers for their children. For the most part, the school has been able to accommodate parent requests. Jo asked the board to consider whether the school should discontinue this policy. Roger recommended the group consider this matter further and continue the discussion at the next board meeting.

Start of School Activities:

- **Popsicle Party:** Kirstie planned the Popsicle Party to welcome new families to the school. Teachers also attended. Because the party was well attended and very successful, there are plans to hold it next year and again invite just new families and teachers. Valerie recommended next year's organizer let "buddy families" know about the event so they can remind and encourage their new families to attend.
- **Back to School Picnic:** The picnic was well attended and successful. Several recommendations were made for next year's picnic: Shorten the picnic from 2 hours to 1.5 hours; have an activity planned at the start of the picnic to entertain children and their siblings; and have a babysitter to watch them. It was recommended that the Parent Association consider these options and others for next year's picnic.
- **Review of Exit Interview Results:** Bart attempted to contact six families whose children no longer attend the school. He was able to interview three of them, a 50 percent response rate. He shared the results of the interviews, including: (1) CCEP was the first school experience for these families; (2) they chose CCEP because of its loving and nurturing environment, caring

teachers, good student-teacher ratio, and quality food; (3) CCEP's greatest strengths include its teachers, curriculum, parent involvement, and genuine care and concern for children; (4) there was room for improvement in the physical space (the downstairs classrooms were small and crowded and the hand washing procedure in the downstairs bathroom caused a "log jam") and separate car lines for picking up different age groups after school were inefficient; (5) their overall impression of CCEP was very positive; (6) CCEP did a good job with its Annual Fund; and (7) these families read the *News Journal* and *Delaware Today* in their homes. Roger will contact Louise Barton to follow up with her about the families she agreed to interview.

Main Committee Reports – Finance: Rob reported on the finances of the school, including:

- The year-to-date financial position overall is positive and trending well: The actual September year-to-date total revenue is \$270,257 while the budgeted amount is \$261,948; the actual September year-to-date expenses are \$79,629 while the budgeted amount is \$81,785.
- There are no changes to the Net Asset Funds.
- The Pre-K Gift Fund shows a balance of \$460 instead of \$0 because money was erroneously taken out of the Auction/Development Fund instead of the Pre-K Gift Fund. The \$460 will be moved into the Auction/Development Fund.

Cost Allocation: The school's annual contribution of \$105,000 to the church helps fund depreciation accounts for certain church assets. Roger, Jo, and Rob will schedule a meeting with Keith Dawson to discuss and begin the process of planning for the needs of the school in light of this annual contribution. Currently there is a need for a sink in one of the classrooms.

Strategic Plan: Chris discussed the CCEP Five-Year Strategic Plan 2010. He mentioned the Board of Directors had suggested bifurcating the strategic plan in order to have a "big wish list plan" and a "day-to-day operational plan." He also suggested dedicating one board meeting per year to reviewing and discussing the strategic plan. Roger agreed that a future regularly scheduled board meeting will be devoted to this purpose. Jo will prepare a summary to indicate those instances where the school already has met the strategic plan's goals.

New Business: The following new business was discussed:

- The school's monthly newsletter will be provided to trustees.
- Roger recommended the position of Board Chair have a term of either two or three years and a required period of service on the Board before becoming Chair. He asked the group to consider this matter and vote on it at the next board meeting.
- There are spaces for two new directors on the Board of Directors. Roger requested nominations.
- Roger asked the group to consider whether the Board of Trustees should meet every month or take off two, three, or even four months during the year. Recommendations are requested at the next board meeting.
- A different trustee will be responsible for saying the opening prayer at each meeting.

GLOBAL MISSIONS TEAM: No report at this time; working on visioning process.

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

ADDENDUM C – SPIRIT LIFE CLUSTER REPORT

WORSHIP

- The Worship Committee led by Rosanne Miller, Chairman, met on September 22, 2011. Organizational guidelines were distributed. The committee's purpose is two-fold: the first, to provide an open forum for reflection and discussion on the power of God as experienced by the congregation through worship; and second, to explore the feasibility of and potentially plan new

opportunities to enrich Christian worship for the congregation and others. The focus of the work will not be given to the details of our worship life but rather on the discernment of experience as they relate to a more broadly based worship life and spirituality. Committee members will be demographically diverse with a representative attendance at every service. The committee will serve as a “sounding board” for the clergy and parishioners, sharing ideas intended to inform and improve our worship and spiritual growth.

- Eucharistic Minister training will be held on November 9 at 7 PM.
- There are currently openings in a number of 11 AM Usher teams.
- Baptisms will be held on All Saints’ Sunday, November 6 at the 9 AM service.
- The Acolytes had their season kickoff training session on September 11 to meet all their teammates and review the service procedures. There was a large turnout with the students excited for the new worship season. This was followed up by refresher training for the new acolytes held on September 22 to practice a service run-through.
- The Altar Guild had a team captain resign, but she has happily been replaced by two sisters who will serve as co-captains. Mary Henderer will lead training them. The Altar Guild also has a new Assistant Directress. She will serve with Gina and Mary this winter, and then take over as Assistant Directress next year and Directress the following year. She will be announced at the Annual Altar Guild meeting on November 5.
- The Choir Vestment Project is under way, and some donations have been received or committed. The total cost is \$30K for all 4 choirs. Bill is considering a fund-raising letter to the congregation to cover the costs and keep the process moving. The cassocks will be Salisbury Green with full surplices for the Christ Church and St. Cecilia Choirs, scapulas for the St. Agnes Choir, and the existing cottas will be retained for the St. Nicholas Choir. A sample of the cassock and surplice is available for review in the church office.
- The Requiem Mass held on September 11, St. Thomas Boys Choir concert on September 29, and the Evensong with strings on October 2 were all well attended. The music program offerings for the fall season have been published.

PARISH LIFE

- Parish Life has completed its committee charter, and this will be presented to the Vestry for approval.
- September’s Parish Picnic had to be held indoors for the second year in a row, but it was very well attended and the fellowship was awesome—some thought it was even better than it can be outdoors, where folks spread out more. However, because this is a picnic, we will always strive to hold it outside, weather and ground conditions permitting. Jungle John and his balloon animals were a hit.
- A team headed by Kris Younger provided dinner to the St. Thomas Boys Choir and chaperones on September 29, and they were very appreciative of the pulled pork and cake that we fed them.
- Plans for Lemonade on the Lawn for the Feast of St. Francis were altered due to rain. Regular coffee hour was held in the parish hall, and animals were not invited.
- The annual Hayride at Bellevue State Park is coming up on October 16; this event is popular with families with young kids, who get a kick out of roasting hot dogs and marshmallows.
- In November we will be enhancing the Coffee Hour selections on the November 6 for Baptisms and on November 20 for our patronal feast, the Feast of Christ the King.
- October's monthly collection is food for Thanksgiving baskets that we'll be assembling at the potluck dinner with Congregation Beth Emeth on November 20.

ADULT CHRISTIAN ENRICHMENT

- September's Sunday morning offerings were centered on the Labyrinth. First, Kris Younger gave a thoroughly enjoyable overview of the history and mythology of labyrinth across world

cultures, and then Russ discussed the spirituality of labyrinth practice, again from the viewpoint of what is common to the experience across faith traditions rather than from a strictly Christian position.

- Continuing the year's theme of "Journeys," October's Sunday sessions will focus on the experience of pilgrimage from the Christian, Jewish, and Muslim points of view. We will have outside speakers coming to represent the latter two faith traditions.
- November and December's Sunday offerings will feature another book by Adam Hamilton, called *The Journey*, about Joseph and Mary traveling to Bethlehem. Hamilton is the author of the book and video series that were enthusiastically received this past Lent, entitled *24 Hours that Changed the World*.
- The Study, Sup, and Serve program kicked off on September 27, featuring the book *A World Apart: Women, Prison and Life Behind Bars*. This small group offering led by Jennifer includes four lunchtime meetings to read and discuss the book and concludes with a dinner with residents and alumnae of Epiphany House on November 3.
- Because the video and audio recordings of Russ' teachings that were made during the summer's 90-Day Bible Prayer Challenge were so popular, ACE is committed to recording future enrichment sessions in anticipation of finding someone who can digitally edit these into podcasts and/or videos we can post on iTunes or YouTube and link to our parish website. During the summer, we paid Preston Boyden an hourly wage to do the editing, but now that he's gone back to school, we are on the lookout for someone else with the time (~10 hours per week) and computer skills who can take this over. Keep your ears open and spread the word.

CHILDREN & YOUTH

- Godly Play is going very well. We have had some updates in the classrooms plus some new art materials. The children seem to be very engaged and excited. The stories this next month are core Old Testament stories.
- The Godly Play Core Training has been rescheduled for March of 2012.
- The Godly Play Enrichment theme this year is Exploring the Lord's Prayer. The children will also have yoga and a Spanish enrichment classes this month. Enrichment is led by Nadine DiLorenzo and Lynne Jensen.
- The new curriculum (Sowing the Seeds of Faith) for the 3rd-6th grades is getting great reviews from both teachers and children. Each week there is a different activity or focus centered on the gospel reading for that Sunday. This month the children will be walking with Labyrinth with Russ and working on service projects for Epiphany House and Ronald McDonald House. Their Episcopal moment for the month is to explore some of the Saints.
- Rite-13 began the year with a lock-in. Great fun was had by all! Their midnight worship included walking the Labyrinth by candlelight.
- All three classes have had a great start to the new program year with several new families. Each class is working on their calendar for the year.
- The Pilgrimage 2012 meetings began this month with the youth and leaders beginning the process of planning their summer pilgrimage. Their first fund-raiser of this program year is a Charcoal Pit Night on October 18. 15% of all proceeds from 5 to 9 PM go to the 2012 J2A Pilgrimage. Please come out and support our youth!
- The Youth Mission trip to the Dominican Republic leadership team has also begun to meet and form. The Information and Parent/ Youth meeting is scheduled for December 11 at 1 PM. The DR trip is scheduled for June 16-23, 2012.
- The Jr. High Mission trip is scheduled for June 17-22 to Harrisburg, PA. The Rite-13 class has begun talking about and planning their trip.
- The J2A class will be hosting 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 be sharing with the youth in the Chapel.

LABYRINTH

- The official opening and Blessing of the Labyrinth occurred on Sunday, September 11. At the conclusion of the 10 AM worship service, the congregation processed to the labyrinth following the cross, clergy, and choir. All were invited to fill the labyrinth, then surrounding pavement, facing toward the cross. Ruth shared a blessing in which the clergy, people, and labyrinth leaders participated. The parish was invited to walk the labyrinth thereafter, with some choosing to walk the path following the blessing ceremony.
- The Labyrinth Committee met on September 16. Linda reported that the surface of the labyrinth will be cleaned with some acid wash to bring the pavers into conformity with each other.
- Ruth mentioned that there is a natural amplification for sound that now occurs.
- Regarding the fund-raising effort, Steve said that the giving matched almost perfectly with the needs, allowing the plans for the labyrinth to proceed in their entirety.
- The left plaque (if facing the main entrance to the church) will be replaced by another with a similar finish to the right plaque. New flagstone supports for both plaques will be re-cut to accommodate some flaws and seams in the existing supports.
- The committee is reviewing the need for better lighting for the mahogany case in the Narthex that will house the red leather-bound book of gifts made to the church, including all gifts to the labyrinth. The church staff will be responsible for the calligraphy of names and gifts to be added to the book. A small plaque that would draw attention to the book is being considered.
- The balance of funds raised for the labyrinth is \$2,264.00. It will remain in the labyrinth account.
- Steve suggested that the overall project be viewed as two phases: the first for execution of the physical structure; the second for education, transportation, and outreach.
- The labyrinth has been the subject for several presentations by ACE. The first took place on Sunday, September 18, a PowerPoint display and discussion by Kris Younger on the history and development of labyrinths. On September 25, Russ discussed the use of the labyrinth as a tool for spiritual devotion and practice.
- On October 18, Ruth will lead an educational workshop for the preschool and faculty at the labyrinth. Meanwhile, youth participating in two successive Friday night lock-ins had the opportunity to experience the labyrinth at night.
- Other suggestions: successive labyrinth workshops throughout the year with different themes for the church seasons; communication to parish and community regarding availability of labyrinth for daily use except on Tuesdays (lawn maintenance); a "labyrinth page" on the church website; placement of the labyrinth on the World Wide Labyrinth Locator; ongoing work of committee to be understood as education, outreach, communication with audio formats similar to 90-Day Bible Prayer Challenge; and invitations to interviewees for initial research to visit the completed labyrinth.

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

PARISH LIFE COMMITTEE CHARTER

MISSION

The Parish Life Committee (hereafter 'PLC') promotes and facilitates hospitality, fellowship, and relationships by orchestrating social events, utilizing the committee's collective institutional knowledge and experience and skills of planning and promotion.

PROGRAM YEAR

July 1 – June 30

STRUCTURE

CHAIR

Term: 1 program year*

- Lead committee meetings
- Prepare agendas
- Send meeting reminders
- Represent PLC to clergy, Vestry, and parish
- Prepare parish communications for all events
- Annual budgeting and fiduciary responsibility

CO-CHAIR

Term: 1 program year*

- Assist the Chair
- Stand in when Chair is absent
- Prepare and distribute meeting minutes
- Succeed as Chair

*By mutual agreement and with the support of the Committee, the Chair and/or Co-Chair may serve longer than one year, but not more than three years.

COMMITTEE MEMBERS

Term: 3 program years (suggested)

- Attend meetings
- Plan and participate in PLC programs
- Identify and recruit new members
- Assist with event planning for other parish ministries
- Give feedback on events

STAFF LIAISON

- Appointed by Rector
- Liaison between PLC and parish staff

Meetings – Monthly roundtable discussions (typically 6-8 during the program year) to review events conducted since last meeting and plan upcoming events. Meetings generally occur on the second Wednesday of the month.

Eligibility – Parishioners in good standing.

Prayer – Meetings shall begin with a prayer. Committee members are also encouraged to regularly participate in Sunday worship.

PROCESS

The Parish Life Committee accomplishes its mission by:

1. Evaluating completed events to ensure that they are smoothly run and that they remain welcoming, vibrant, and valued by the congregation
2. Soliciting and developing ideas for new events that will appeal to a variety of parish constituencies, and that may eventually transition to other CCCH ministries
3. Identifying and recruiting event leaders and volunteers, reaching outside the PLC to do so, and cycling leadership roles
4. Securing clergy support for PLC events
5. Working with clergy and other ministries to integrate newcomers as event volunteers, with the goal of welcoming and retaining them in the parish, including inviting them to membership on PLC
6. Recognizing event leaders and volunteers for giving their time and talents

7. Documenting each event's activities and tasks so that subsequent leaders will have an outline to follow
8. Publicizing events in print, on line, and in person.

ACTIVITIES AND EVENTS

The Parish Life Committee facilitates annual, ongoing, occasional, and one-time events. See Appendix A for a list of typical events. Currently scheduled events may be viewed on the parish website.

Appendix A

Below are listed the events that PLC sponsors as of the 2011-2012 program year. Please visit the parish website for a schedule of current events, as the list is subject to change.

Annual events facilitated by Parish Life (in program year order):

- Crab Feast
- Memorial House Week
- Pool Party
- Parish Picnic
- Blessing of the Animals (enhanced coffee hour)
- Hayride
- Feast of Christ the King (enhanced coffee hour)
- Christmas Caroling
- Epiphany Potluck
- Lenten Soup-and-Study Suppers
- Maundy Thursday Supper
- Easter Breakfast Potluck
- Pentecost (enhanced coffee hour)
- Bishop's Visitation (enhanced coffee hour)
- Blue Rocks Game

Ongoing events facilitated by Parish Life:

- Coffee Hour/Lemonade on the Lawn
- Cakes and festive food for Baptisms and other special occasions
- Visiting Choir Hospitality
- Foyer Groups
- Newcomers Receptions

PLC reaches out to support fellowship and hospitality events hosted by other ministries and committees, providing logistical consulting, publicity, volunteer solicitation, or other assistance as requested. Events in this category include but are not limited to:

- Interfaith Events in November at CCCH and in May at Temple Beth Emeth (together with the Outreach Committee)
- Trunk 'n Treat, Pageant Potluck, Easter Egg Hunt (together with Children's Ministries)
- Shrove Tuesday Pancake Supper (together with J2A)
- Annual Meeting (together with Vestry)

ADDENDUM D – RECTOR’S REPORT

PERSONAL:

- I am grateful for having time away for vacation and learning and very grateful we have such a great staff and leadership team that I can step away as the program year is getting under way. The lectures at VTS were thought-provoking, and the time in Maine was truly Sabbath time.
- I’ve said “NO” again, this time to a request to serve as a part of an advisory board to the School of Theology at the University of the South, Sewanee. The request, in part, is because there are not many women rectors of prominent congregations in Province IV and they sought a role model.

STAFF:

- Bill Owen will be in England for a week later this month.

PARISH:

- With our focus on stewardship this month, I encourage each vestry member and household to prayerfully consider the financial needs of our parish ministry as you make your pledged commitment for 2012. The ingathering of pledges is on Sunday, October 30 at all services. I would be greatly helped if vestry members can plan to assist with the ingathering, especially at the 9 and 11 AM services.
- With gratitude to Tom Scott for his diligence and persistence, we have an application for a grant with the Jessie Ball du Pont Fund for a grant proposal for \$55,000 over two years to train 3,300 people from our partner and non-profit agencies and congregations in an education campaign about preventing child sexual abuse, joining with a broad coalition of government and non-profit agencies as **STEWARDS OF CHILDREN**. This program does not replace the diocesan mandated training, “Safeguarding God’s Children” which includes the prevention of child sexual abuse, clergy sexual misconduct, and sexual harassment in the workplace. The ambitious goal of our offering facilitated training for 600 adult members and 2,700 in other congregations around the diocese and in our partner non-profit agencies in the community is a part of our Attorney General’s goal of training 35,000 Delawareans in the next five years. Look for more information in future issues of the *Communicator*; the grant review takes place in early November.
- We received a sample of the choir vestment in the new color and have determined that it really is not suitable for our sanctuary. Linda Boyden has volunteered to assist Bill Owen in reviewing other color options.

DIOCESE:

- We have received from Bishop Wright the directive about the process congregations will engage in to ascertain a policy and practice for the blessing of civil unions. While at least three congregations in Wilmington have undergone that process within the last decade, CCCH has not. We plan to use the ACE Sunday morning schedule to focus on the meaning of fidelity as we consider the practice of making vows and the meaning of Christian marriage in *The Book of Common Prayer*. The clergy will lead the Sunday sessions, and we anticipate a guest lecturer, The Rev. Dr. Timothy Sedgewick, Vice President and Associate Dean of Academic Affairs and The Clinton S. Quinn Professor of Christian Ethics at Virginia Theological Seminary, to speak on a Friday evening and Saturday morning program as the Theologian in Residence. After the educational series, the Vestry will engage in a process to state our policy about the blessing of civil unions at CCCH. In addition, I intend to propose changes to the policy for the Celebration and Blessing of a Marriage and the Blessing of a Civil Marriage so that our policies are consistent and clearly communicated.