

**Christ Church Vestry Minutes
September 8, 2011**

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

Also Present: Jennifer Andrews-Weckerly, Pete Borden

Absent: John Crossan, Rich Tucker

Minutes from July were approved as submitted.

The meeting was called to order by the Rector at 7:05 PM.

Opening prayer offered by Martha Lankford.

Cluster Reports:

Stewardship (see Addendum A)

Pete Borden distributed and reviewed the Personnel Committee's 2012 salary recommendations. Pete reviewed the principles guiding the process, as well as the salary structure of the parish. The Personnel Committee is recommending a salary increase structure of 3% and a merit increase budget of 1%. Discussion followed with questions from members and clarification from Pete. Vestry action is deferred until the 2012 budget is developed.

2nd quarter financial statements were reviewed. There was a hope expressed that some pledges would return to pre-capital campaign levels.

Buildings and Grounds

Wes Jones reviewed highlights. Ruth and Wes reviewed plans for the renovation of the Commons Room. The lighting and floor will be upgraded, with new furniture and window treatments. A subcommittee is being formed on the Memorial Garden Project. The Stewardship Committee has begun meeting and planning their work.

Service to Others (see Addendum B)

Barbara Cairns gave highlights of the attached report. Global Missions is reviewing the DR relationship. Pastoral Ministries is reviewing work with prevention of child sexual abuse and Ruth's work with the Y. We are considering applying for a grant from the Jessie Ball du Pont Fund to help with this work. There is a new liaison for our parish that has a different view of the mission. Because of our relationship and history, a grant application would be accepted from CCCH on behalf of our work with Stewards of Children, with the program being presented at CCCH. The proposal is due September 19. This would also encompass other congregations in the diocese. Outreach is presenting its annual agency breakfast, this year focusing on volunteerism. Green Show planning is under way. Leadership is still needed for several Green Show clusters. 141 notes of care were sent in the last year. Sheila Bourgeault will take the lead in the resource library. Rebecca Durgin reported that pilgrimage planning and the next DR youth trip planning is under way. Nightwatch is also set for this year.

Preschool

Roger Kirtley reported that there is an asbestos issue in the preschool rooms, and abatement was completed in some rooms where carpeting was replaced. Enrollment is strong. The fiscal year ended on June 30 with a surplus, and the excess funds have gone into the CCEP contingency fund. The Delaware Stars accreditation phase is completed. A grant was awarded to fund the work to complete this. Thanks are given to our clergy for conflict resolution training. Work continues on strengthening the ties between CCEP and the parish.

Spirit Life (see Addendum C)

Betsy Field reviewed highlights of the report. The 9/11 commemoration will be on Sunday at 5 PM with a presentation of Philip Ledger's *Requiem: A Thanksgiving for Life*. Dedication of the Labyrinth will be on Sunday. New vestments for the choirs are in the works. A sample will be on display in the fall. Solicitation will be made for donations for the funding of this project. The theme for the fall's ACE is Journeys: labyrinth history, use, and then scriptural faith journeys for Advent. Two guests speakers are planned, one Jewish and one Muslim, focusing on their faith journeys.

Sowing the Seeds of Faith is the new CCCH-developed curriculum for 3rd-6th grades. Picnic Sunday will be inside due to the weather and the soggy grounds. The youth will determine what outreach area they will focus on this year. The first youth meeting is set for September 28. If there are Labyrinth funds remaining after the project, they will be used to purchase a cloth labyrinth for indoor use. It will also be shared with other parishes.

Children's Ministry

Ruth reported on our use of Godly Play and Lynne's work with that as a subject matter expert. CCCH will host Godly Play Foundation training in October, given by certified Godly Play trainers, with Lynne as host. Ruth distributed letters sent out this week to parents of Sunday School age children.

Wardens' Report: Ted Cover, Wilson Anthony

Ted reviewed the CCCH policy on vendors and contractors and what was discussed and resolved at the last vestry meeting. Paragraph 4 was amended, and the policy now allows parishioners to bid on projects where competitive bidding is invited. Changes to the policy were reviewed. Ruth indicated that all references to the Rector awarding contracts, even of small amounts, should be changed to the Wardens or Business Administrator. Ruth further explained the logic of the Rector not being a part of the approval process for projects and contracts involving buildings and grounds. Several additional corrections and changes were made to the draft of the policy to clean up language and syntax. Ted Cover moved, Wilson Anthony seconded the adoption of the new vendor policy as amended (see Addendum D). The motion carried.

Vision Development: The wardens distributed a revised Vestry Vision Process document, which Ted and Wilson reviewed in preparation for the October retreat. The mission and vision statements were reviewed. Work on the visioning process will continue at the retreat which will be led by the wardens and clergy. The document includes work done last year and will be the source document for continuing the visioning process. Vestry members are asked to create a list of 10 most descriptive principles. That information will be collated and presented at the October vestry meeting and will help guide our retreat work and process.

Rector's Report (see Addendum E)

Ruth reviewed the vestry retreat weekend and the schedule, as well as the clergy vocational profile competencies data that was collected from vestry members.

Other Matters and Final Thoughts:

Documents were recently signed formalizing the endowment of our Musician in Residence program, funded by the family of Letty Downs. (see Addendum F)

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

Closing prayer by Martha Lankford

Meeting adjourned at 8:51 PM

Next meeting: October 13

Respectfully submitted,
Dana Robertson, Clerke

ADDENDUM A – STEWARDSHIP CLUSTER REPORT

FINANCE COMMITTEE – Bryan Keenan

August meeting:

- Ad-hoc committee on investing portions of the Temporary Restricted Funds – Bruce Kallos pulled together a list of line items for short-term investment consideration. The committee decided to put this project on indefinite hold due to the current market conditions.
- The Business Manager's Report included a review of all the standard spreadsheets and reports on the financial health of the parish YTD 6/30/2011.
- The treasurer gave a status report effective 8/25/2011.
- The treasurer's and business manager's reports indicate we are on target for this time of year.

BUILDINGS & GROUNDS – Linda Boyden

Construction of the Labyrinth and surrounding area continued during the month of August. The sod was laid just in time to receive the benefits of all the rain over the last two weeks. The cast bronze plaques and final details for the project will be installed by Friday, September 9. There will be some punch list items to complete over the next few weeks.

The installation of the Hearing Assist loop in the Church has been delayed due to interference with the existing Luton lighting system, a very complicated problem. Both companies have been working with us to find a possible solution. We hope to have a temporary portable loop installed over the next month as a test.

The carpet on the main floor of the Parish House was replaced over the last two weeks. The new standard carpet patterns were used along with sheet vinyl in half of the classrooms for the preschool. A room in the lower level, that was not part of last summer's project, was added to the 2011 scope. An unexpected problem with loosened asbestos floor tiles under the old carpet was discovered shortly after the removal began. We immediately reworked the schedule to allow for complete abatement and air quality testing. The Preschool Staff was incredibly patient and supportive, and the contractors worked together to complete the job just in time for the new school year. The additional cost will be covered within the B&G contingency for 2011.

A full scope of work for the Commons Room Renovations was completed in August, and the project will be bid this month.

A sub-committee to work as advisors on the Memorial Garden project is currently being formed. 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.

STEWARDSHIP COMMITTEE – Phil VanWormer

Nothing to report this month.

PERSONNEL COMMITTEE – Carol Mongan

The Personnel Committee met on August 29 to look at salary trends, market indications, CPI forecasts, etc. in order to make a recommendation on salaries to the Vestry for the 2012 budget. Pete Borden plans to attend the Vestry meeting on Thursday with our recommendation.

The new Defined Contribution Plan was presented to the staff, with specific changes to the three affected staff members were explained to them. They were *extremely* pleased that the Vestry had decided to assume they would have been contributing the additional 4% to their account since they started working for CCCH. After hearing this, there were smiles all around. Overall, it was received very positively, and I have not heard any negative comments.

- Submitted by Wes Jones

ADDENDUM B – SERVICE TO OTHERS CLUSTER REPORT

GLOBAL MISSIONS TEAM

The Global Missions Team continues to work through the visioning process. Several subcommittees have been formed, tasks have been identified, and a timeline is in place. The subcommittees are charged with achieving the following goals by year-end:

1. Develop Metrics – for CCCH Community and Service Community
2. Develop a Transition Plan for Jalonga
3. Explore Alternative Opportunities
4. Recruit New Members to GM Committee and Complete Committee Guidelines

The Global Missions Team will meet in January 2012 and determine a path forward.

OUTREACH

Stewards of Children: The mission of this program, produced by Darkness to Light, is to empower people to prevent child sexual abuse. The programs raise awareness of the prevalence and consequences of child sexual abuse by educating adults about the steps they can take to prevent, recognize, and react responsibly to the reality of child sexual abuse. Members of the Outreach Committee have been working with Ruth to learn more about this program, determine opportunities to support its mission, how to foster the involvement of Christ Church parishioners as well as assessing submission of a grant request to the Jessie Ball du Pont Fund.

To further leverage the impact for Stewards of Children, Committee liaisons have spoken with Executive Directors at a handful of agencies with whom we have relationships to determine their interest in the Stewards of Children program being presented to their staff and/or constituencies. Agencies contacted include UrbanPromise, St. Michael's, Friendship House, SOAR, and BPI. A positive response prevailed. BPI will work with us to provide additional counseling assistance for needs that grow out of the 3-hour training sessions.

Ruth and Tom Scott spoke with Sally Douglas, our liaison at the Jessie Ball du Pont Fund. Sally was agreeable to a grant application being submitted. The application will be presented for consideration by the Foundation Trustees at the October 5th meeting. With final numbers to be confirmed, the current thought is a two-year grant will underwrite training for 2,000-3,000 people at our parish as well as through channels reaching deep into our community.

Fall Program for Agencies: The annual program on October 20th 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, its constituents while being fulfilling for the volunteer.

Green Show: With Beth Duncan's leadership, the roster of committee chairs is near complete, however, point people are needed for various committee clusters (the person doesn't necessarily lead a committee, coordinates with committee chairs in the cluster.) Cluster leaders are needed for: Preview, Details, Plants, and Administration. Leaders are needed for Wreath Workshop, a secretary for meeting notes, and new product areas: making candy and more baking. Beth is also seeking someone to oversee IT & Communications. The first meeting of committee chairs is Tuesday, September 13 at 6:30 PM. Workshops to produce a new quilt, canning, and freezer goodies are already under way.

PASTORAL MINISTRIES

The Pastoral Ministries Committee met on August 1, 2011. Highlights of the meeting include:

- Work in all areas of Pastoral Ministries continued through the summer.
- The Caregivers Support group continues to be active and well-attended. Eleven people attended the July meeting, three of whom were non-parishioners.
- Notes of Care leaders reported that 16 parishioners wrote a total of 141 notes during the period July 2010 through June 2011.

- The Visitation Ministry is in need of more volunteers to be visitors. There is a special need for male visitors.
- Sheila Bourgeault assumes leadership of the Caregivers Resource Library in September, replacing Marion Godfrey.
- Discussion continued around the offering of continued education dealing with issues of pastoral care. Russ Bohner offered to spearhead the organization and distribution of information. A sub-committee will be formed to brainstorm possible topics and to make decisions about moving forward with plans.
- The next meeting is scheduled for September 19 when a luncheon meeting is planned.

CHRIST CHURCH EPISCOPAL PRESCHOOL

- Today was first day of school. Very few tears
- It's been a challenging last few weeks
 - Carpeting finished only 2 days ago. Delayed because of asbestos
 - If pull up carpet without disturbing asbestos it's OK
 - Lambs and Stars Rooms needed abatement
 - A few rooms in building with asbestos will need abatement in the future
 - It would have been ideal if someone had prior knowledge of asbestos in classrooms
- Teachers have been wonderful considering delays. They were scrambling to get their classrooms ready for their students
- Current year enrollment is strong
- FY ended June 30, 2011 with nearly \$75k budget surplus
- CCEP Finance committee will begin review of CCCH cost allocation in anticipation of CCCH budget process
- Congratulations to all the teachers, especially Jo Harney, for earning another star from DE Stars. Received grant for DE Stars
- Need to continue to improve communication between CCCH and CCEP Staff
- Thank you to clergy (especially Russ) for helping with teacher conflict resolution training

YOUTH: No report at this time

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

ADDENDUM C – SPIRIT LIFE CLUSTER REPORT

WORSHIP

- The Youth Missioners to Jalonga presented a sermon and song for the congregation during the 10 AM service on July 3.
- Baptisms were held on Sunday, August 7.
- Services were cancelled on August 28 due to statewide driving restrictions in place for Hurricane Irene.
- Outdoor worship was held on September 4 and will be held on October 2 for the 9 AM service. It was planned for July 31 but was held indoors due to weather.
- Children and Youth ministers/teachers for the 2011-12 program year will be recognized and blessed during the 10 AM service on September 11.
- Acolyte training will be held on Sunday, September 11 following the parish picnic.
- The church will hold a Requiem Mass on September 11 at 5 PM, featuring *Requiem: A Thanksgiving for Life*, composed by Philip Ledger.
- The summer schedule ends and regular service times resume on September 18.
- New vestments are being purchased for all of the choirs. The new cassocks will be "Salisbury Green." The Christ Church and St. Cecilia Choirs will have new surplices while St. Agnes receives new scapulas. The total cost for the approximately 90 vestments is around \$29,000. Memorial funds can cover the cost but would deplete the fund, so additional funds are being solicited.

- The Letty Downs Musician-in-Residence for this year will be John Rutter. The program will be held March 2-4, 2012 and include Choral Eucharist and Evensong on March 4.
- The Altar Guild welcomed four new members—three of whom were trained and began service in July. The fourth new member will be trained after Labor Day, but began service in August. One Altar Guild Captain has resigned and will be replaced in time for that team's next service rotation in October.
- Marta Illueca is now overseeing the administration of the tract racks, offering booklets on Life Issues, Spirituality, Prayer, Episcopal insight, and info for Newcomers.

SPIRITUAL FORMATION

Adult Christian Enrichment

- This summer's 90-Day Bible Prayer Challenge will conclude with a beautiful and prayerful celebration at 9 AM on Sunday, September 11.
- The theme for the fall ACE program on Sunday mornings is "Journeys." September's sessions will feature the Labyrinth history and practice, and then our focus will turn to pilgrimage in Christianity and in other faith traditions.
- The Study, Sup, and Serve program will return in October, reading and discussing the book *A World Apart: Women, Prison, and Life Behind Bars* by Cristina Rathbone, followed by a volunteering opportunity at Epiphany House.

Children & Youth Ministry

- Vacation Bible School was held August 15-19 for 40 children.
- Leah Rowe continues to lead the nursery team which includes Margot LaCombe along with Leah and Haley Ladner.
- We will be piloting our new 3rd-6th grade curriculum called "Sowing the Seeds of Faith." Lynne Jensen, the teachers, and Children's Committee have been collaborating on putting together a lectionary-based curriculum with Episcopal roots designed to best serve the CCCH elementary children. It includes a mix of discussion questions, activities, and games based on the Revised Common Lectionary used in the 9 AM service. In addition, service projects (connected with the Lectionary and local community), and a monthly Episcopal theme—Saints, Baptism, Lent, Eucharist are also included.
- Upcoming Children and Youth Ministry Events:
 - September 10 – Godly Play teacher training from 8:30 AM to 3 PM
 - September 16-17 – Lock-in for Rite-13 class at 7:30 PM
 - September 18 – Children & Youth Programs resume; J2A potluck dinner and gathering for parents/youth at 4 PM
 - October 13-15 – CCCH will host a Godly Play Foundation National Core training
 - October 30 – Trunk 'n Treat at 5 PM
 - December 4 – St. Nicholas Celebration at 10 AM
 - December 18 – Pageant at 5 PM

Youth plans throughout the year

- The Rite-13 and J2A class will begin this year with Lock-ins. The YAC class will be making up their own calendar of activities the first two classes.
- The Rite-13 class has a Jr. High Mission Trip to Harrisburg through YouthWorks scheduled for June 17-22, 2012.
- J2A has a trip to NYC for Nightwatch/Urban Adventure scheduled for November 11-12. The preparation for the 2012 Holy Pilgrimage will begin in early October. The adult leadership team is put together with clergy rotating through the preparation. Fund-raising has begun.
- The Dominican Republic Youth Mission Trip is scheduled for June 16-23, 2012. The preparation for the trip has already begun.
- Confirmation will be offered for all interested youth 9th grade and older. Again this year, attendance in the Sunday morning program will be required along with a mandatory retreat in

March. Confirmation will be on April 29, 2012. Instead of offering Confirmation every two years, we are offering it in the in between year this year.

- The new Safe Church Training dates from the Diocese have been offered to all Children and Youth Ministers.
- There are Youth Ministry Leader trainings scheduled for November, March, and May of this year.
- The Youth Committee is scheduled to meet at the end of September.

Labyrinth

- Both walkways leading to the labyrinth are completed, the grading and sod are done, and everything as of 8/28 (except the two bronze plaques for the stone columns) is in place.
- Plans call for the inscription of all donors' names in the red leather-bound book entitled *In Remembrance* in the narthex of the church.
- The Labyrinth Committee is addressing the need for improved lighting in that area to make the book more visible.
- The scheduled Walking the Labyrinth program for August 27 was cancelled due to the hurricane and will be rescheduled later.
- The Labyrinth Committee will be consulting with Russ and ACE on educational offerings that will inform, inspire, and encourage the use of the labyrinth.
- Sunday, September 11, 2011 is the official opening of the Labyrinth. At the conclusion of the 10 AM service, the parish will process to the labyrinth where the labyrinth's presence will be blessed in Ruth's words "as a new path of Christian devotion at Christ Church." Weather permitting, all are welcome to walk the labyrinth thereafter.

Quiet Days

- Quiet days have been scheduled in Advent on December 10, 2011 and in Lent on February 25, 2012. Jennifer will check with Lynne Jensen on the February date regarding any conflict with the scheduled 30-Hour Famine for youth.

UrbanPromise

- The UrbanPromise Retreat/Dinner/ Worship took place on Sunday, July 24 in the classrooms, Parish Hall, and Chapel. Approximately 90 people attended the gathering and included UrbanPromise staff, interns, two Presbyterian workgroups from churches in Maryland and Virginia, plus Christ Church volunteers. Our sincere gratitude to the latter who prepared and donated all the food for the dinner and helped set up, serve, and clean up. Their gifts of hospitality and fellowship during the dinner were appreciated by all who attended this event. Special thanks to Ruth, John, and Jennifer for their contributions to the service of Compline offered at the end of the evening and to Sherry, Mike, and Walt for their help.

PARISH LIFE

- The Crab Feast on July 29 was once again a success, with 78 in attendance to share delicious crabs and clams from Feby's, hot dogs, and fresh Jersey corn.
- During the week of August 5-12, Jennifer Andrews-Weckerly was the clergy host for our annual week at Memorial House in Rehoboth. A full house of parishioners and friends shared beach time and mealtime fellowship. The PLC plans to move publicity for this event earlier in 2012 to better align with most families' vacation-planning time.
- In September, the Parish Life Committee is undergoing a leadership change. Dana Robertson and Jennifer O'Connor are ending their terms as Chair and Co-Chair, respectively, though they will remain members of the committee. Scott Poole is the new Chair, and Al Smith is the new Co-Chair.
- September's major parish event is the picnic this Sunday, September 11, for which we hope for better weather than last year. Once again this year we will provide burgers and dogs and pulled pork as main dishes, and new this year for the kids, Jungle John will be creating balloon animals.
- The annual Pool Party will be held on Friday, September 9 at Snuff Mill Swim Club.

- On Thursday September 29, the Choir of St. Thomas will be giving a concert in the church, and parish families will be hosting the elementary- and middle-school-age choristers and their chaperones overnight.

Green Show

- Beth Duncan, 2011 Green Show Chair, reported that most of the vice chair positions have been filled with a good complement of accompanying volunteers, many continuing in previous areas, others changing positions, and some new to the Green Show. She is continuing to reach out to last year's participants and potential new friends to help with the popular and more time-consuming activities, i.e., Inside Greens. The GS Committee will be focusing on more organized outreach and publicity, including earlier announcements to the community-at-large and efforts to increase Saturday attendance. The first GS meeting will be September 13 at 6:30 PM with meetings to follow on October 11 and November 8.
- Outstanding Need: Advent Wreath Workshop Leader. This position and activity in terms of wreaths made in 2010, real interest and possible ways to continue TBD.

Website Redesign Team

- The Website Redesign Team has established contact with five firms selected as good candidates to perform the design work. All five firms have expressed interest in reviewing specifications and bid documents for the project. The team is working to finalize the specifications and RFP and have these distributed to the prospective bidders the week after Labor Day.
-Submitted by John Crossan, Betsy Field, Jennifer O'Conner, Cathy Parsells

ADDENDUM D –POLICY FOR PURCHASING GOODS OR SERVICES

OBJECTIVE

Christ Church Christiana Hundred encourages its parishioners to provide their talents and services to further the mission of the Parish. The purpose of this policy is to ensure that any form of conflict of interest is eliminated when a parishioner receives anything of value in return for goods or services provided to the Parish. It also addresses the desire of the Parish that all vendors are treated fairly, and that the Parish receives sound value in terms of quality, price and delivery from its vendors.

SCOPE

This policy covers all transactions in which goods or professional services are purchased by the Parish. It applies to parishioners and members of their immediate families, and to organizations in which any parishioner and/or immediate family member is an owner, director, or officer or has a substantial interest. It is not intended to include donation of goods or volunteer services that one may provide to the Parish. Also, other policies and procedures cover employment of individuals as full or part time employees of the Parish.

POLICY

1. Any proposed purchase of goods or services valued at or above of \$5,000 will require a minimum of three bids or proposals for service. This limit applies both to a single transaction and to any series of related transactions. The Junior Warden and/or the Business Manager will make awards on the combined basis of price, quality/suitability and timeliness as they determine.
2. The above requirement for obtaining three bids or proposals may be waived at the discretion of the Junior Warden in the event of an emergency situation where immediate response is required to maintain functional performance of the Parish facilities or operations. However, in such cases the Junior Warden shall notify the Vestry of any waiver at its next scheduled meeting.
3. Purchases of goods or services under \$5,000 may be approved by the Business Manager at his/her discretion without bids based on the situation and/or past experience with the vendor.
4. CCCH neither encourages nor discourages members of CCCH from participating in bidding processes for providing goods and services to the church, and CCCH will not use a vendor's standing as a parish member as a factor in its decision to award a contract for goods or services. In the event that the Parish awards a contract in excess of \$5,000 to purchase goods or services from any member of the Parish or employee of the Parish, it will be done so under a competitive bid process. Upon entering

into a contract with a member or employee of the parish, CCCH will deliver a separate Letter of Understanding to the member or employee clarifying expectations of the business relationship between Parish and Vendor.

5. Finally, in every case the judgment of the Junior Warden acting on behalf of the Vestry shall be final with respect to the administration and interpretation of this policy. In the absence of the Junior Warden, said judgment shall reside jointly with the Business Manager and the chairman of the parish committee responsible for the area of activity involved in the transaction. In the event that an exception is made as defined above, the party that made the judgment is to notify the Vestry of the exception no later than the next scheduled Vestry meeting.

ADDENDUM E – RECTOR’S REPORT

PERSONAL

- Thank you for your prayers and concern, and for the gift of additional vacation time that continued the healing process. Rick and I still plan for a week in Maine from September 22-28. Vacation time will continue, though I will work on Sunday, October 2 for the four services of worship that day.
- I will then attend Virginia Seminary’s Convocation, returning to the office on October 6. The speaker, Lauren Winner, is addressing “Biblical Imagination: God in the 21st Century.” She currently teaches at Duke Divinity School.
- The rector’s vocational competencies, ranked by importance from the vestry survey in July, will be used as I set my goals for the coming year.

STAFF

- The annual performance review process has again been delayed, but I hope it will be completed soon.
- CCCH staff was invited to attend lunch with the faculty of CCEP last Tuesday. The discovery of asbestos and its professional removal delayed the classroom preparation for the school faculty, many of whom came in over the holiday weekend to prepare their classrooms. Keith Dawson and Jo Harney have done an excellent job managing the project, supported by the facilities staff and Mike Sayer.
- In the course of the performance reviews, it has come to my attention that we can anticipate the retirement of three staff members in 2014: Keith Dawson, Walt Morris, and Linda Hopkins. I will work with the personnel committee as well as the vestry in preparing for such a great transition and consider the future configuration of staff resources.
- Russ Bohner has been asked to preach and teach on stewardship for Immanuel Church, New Castle, and to teach at All Saint’s, Rehoboth before the year ends. I am glad to share the strength of our staff with other congregations in the diocese and see it as a part of our work as a resource sized parish.

PARISH

I am grateful for the leadership and talents of so many members who are investing in the life and work of this congregation’s ministry. As we come to the blessing of the labyrinth and begin the program year with special offerings, I am reminded how blessed we are to be together in ministry. Please invite others to engage in all the offerings and opportunities that deepen our faith in God and our witness to the power of God’s grace and mercy.

DIOCESE

- We have received information about the diocesan “Parish Life Day,” scheduled for November 19 at St. Anne’s School in Middletown. The theme is “Tending the Fire Within through the Arts.” Please visit the diocesan web page to find more information and register.
- On Wednesday, 9/7/11 the clergy attended a meeting of all the clergy in Episcopal parishes in and near downtown Wilmington to discuss a more collaborative approach to urban ministry. The Revs. Russ Bohner, Patty Downing, and David Andrews agreed to convene a meeting of lay leaders to further this possibility.

ADDENDUM F – FUNDING AGREEMENT

This Funding Agreement is entered into between Nathan and Marilyn Hayward (the "Haywards") and Christ Church Christiana Hundred ("Christ Church") to set forth understandings with respect to an endowment (the "Downs MIR Fund"), any withdrawals from which will be used exclusively to support the program to be known as the Letty Downs Musician in Residence Program (the "Program"). The purpose of the Program is to fund costs, including, without limitation, honorariums, travel expenses and other incidental expenses, incurred to enable and fund visits by musicians as part of the music program at Christ Church. The Program will be a continuation of and generally consistent with the Christ Church Musician in Residence Program conducted at Christ Church for many years.

1. The Haywards and other members of the extended Laird family (the "Laird Donors") have made gifts or pledges to Christ Church totaling approximately \$225,000 all with the understanding that the Downs MIR Fund and Program will be governed by this Agreement.

2. The Downs MIR Fund will be invested by Christ Church as a separately administered portion of its general endowment fund(s) (the "Endowment") as approved from time to time by the Christ Church Vestry (the "Vestry"). Withdrawals from the Downs MIR Fund will be made at the same rate as for the Endowment, consistent with the practice applicable for other separately administrated portions of the Endowment (for example, the Choir Fund described below). Amounts withdrawn from the Downs MIR Fund will be applied to the Program, and any amounts withdrawn that are not applied to the Program when withdrawn will be held in a separately designated "unused suspense" fund (consistent with the practice applicable for other separately administrated portions of the Endowment) and used exclusively for the Program (including, if the Vestry deems it appropriate, by reinvestment as additional corpus of the Downs MIR Fund). Christ Church will provide investment performance data on the Downs MIR Fund to any Laird Donor who requests it.

3. Christ Church intends to continue the Program indefinitely. In the unlikely event that Christ Church does not continue the Program, the Downs MIR Fund will be added to the Choir Fund established by the Vestry on January 29, 1957 (the "Choir Fund"), the use of which is restricted to the payment of expenses of the Christ Church Choir.

IN WITNESS WHEREOF, and intending to be legally bound, the parties have executed this Funding Agreement this 12th day of August, 2011, the Haywards acting on their own behalf and on behalf of the other Laird Donors.

ATTEST:

CHRIST CHURCH CHRISTIANA HUNDRED

Dana Robertson, Clerk

By: _____
Edward Cover, Senior Warden

Nathan Hayward, III

Marilyn R. Hayward