

Christ Church Episcopal

Vestry Meeting

July 22, 2009

Approved – August 17, 2009

Vestry Members in Attendance: John Daylor, Dave Wasik, Treasurer, Dave Soule, Mike Richards, Rick Elliott, Elizabeth Franklin, Acting Registrar, Amy Goodman, Jim Wheeler, Ted Susac, Marc Halbritter, Sr. Warden, Joe Gallagher, Jr. Warden, Bill Beattie

Staff in Attendance: Paul Johnson, Rector, Hillary West, Assistant Rector, Sarah Fogler, Director of Parish Operations, Josie Sicheri, Parish Community Coordinator

Guests in Attendance:

Tom Valiquett, Newcomers Ministry Team, Keech LeGrand and Tom Weed, Stewardship Ministry Team Chairpersons

Newcomers Ministry Team/ Membership – Tom Valiquett and Mike Richards

Newcomers – Tom:

- Newcomers Ministry Team asked for Vestry's assistance in recruiting new 'Connectors' and Greeters'.
- The Newcomers Ministry Team has welcomed 91 newcomers in the last twelve months.
- There are currently thirty-six active greeters. The team would like to expand this group.
- During the last year, the 'N-List' has been used to insure that newcomers are being warmly welcomed and provided information regarding ministries that match their interests.
- 'Connectors' are members who contact and welcome newcomers. There are currently seven active 'Connectors'. The team would like to involve more members in this ministry.
- The next social event for Newcomers is a barbecue on August 16. Josie sends Evites to newcomers for social events.
- Tom requested recommendations of individuals that may be interested in serving as Greeters or Connectors.
- Please forward names of persons who may be interested serving as either a Greeter at worship service or a Connector, or both, to Tom at tvaliquett@comcast.net.

Membership – Mike:

Mike presented several recommendations from the ‘Membership Team’, a vestry subcommittee formed to review CCE membership process. Prior to outlining the recommendations, the team highlighted CCE’s Mission. There was discussion of ‘Membership’ as defined in the Canons and how that relates to ‘Membership’ at CCE. Recommendations of the subcommittee regarding membership at CCE are as follows:

- We like and recommend adopting in a more formalized process the membership guidelines from the general convention. We are an Episcopal church and the statement regarding membership from the general convention is written in an inviting and welcoming way. In addition, section 3 of the Canons encompasses all that we want with the "faithful in working (time and talent), praying (spiritual) and giving (treasure)" components.
 - We recommend anyone who has been attending Christ Church for 4 months or more and meets the requirements of the Canons, be invited and welcomed as a member in Christ Church.
 - We recommend as part of the data collection process, incorporating the collection of Baptism records, confirmation records and inviting anyone who wishes to do provide a letter of transfer be given the invitation to do so.
 - If, during the data collection process, we find a new member has not been confirmed in a Christian religion, we recommend that Baptism classes and Baptism be offered for these individuals at Christ Church.
 - We recommend that a staff member be the responsible party for data entry, initial follow up to confirm data and to get more information. A lay person can be assigned as a connector after the staff member "registers" the information etc.
 - We recommend that the ACS database be the database of record for all members in the Christ Church community and that all other databases be incorporated into the ACS database and phased out. We further recommend that this database be managed and updated by a designated staff person.
 - We recommend that the qualifications to hold a church office, to chalice, etc. should be made clear. The offerings for spiritual development should be clear as well.
- There was additional discussion regarding the recommendations for updating the database, as well as our definition of membership and the processes related thereto.
 - Paul thanked the team for their work and stated that they are directionally correct in the process of defining membership.

Vestry affirmed the team's good work and continuation of efforts towards a more specific definition of 'Membership at CCE'. Vestry asked that the team continue to work towards the definition of 'Membership' and to return at the August Vestry Meeting with updated information..The team agreed.

Financial Report - Dave Wasik

- Dave presented the following financial reports:
 - June 2009 financial report and YTD results
 - Quarterly reforecast for 2009 and 2010
 - Status of Growing for the Generations (G4G) and Lydia's Purse
 - 2nd Quarter Financial Review
 - 2010 Budget
- Target Revenue for 2010 is a significant question. Recommended goal is \$1.3 million.
- Dave presented June 2009 and YTD financials, highlights of which are summarized below.

A motion was made and seconded to accept the June, 2009 and YTD financials as presented. The motion carried.

June, 2009 and YTD Financial Report:

Revenues

- June revenue exceeded budget by \$10K, \$72K vs. budget of \$62K. We also exceeded the most recent reforecast of \$64K.
- YTD revenue is \$18K ahead of budget, \$545K vs. budget of \$527K, but falling behind of Jan-June 2008, \$545K vs. \$582K
- All of the YTD positive variance is driven by favorability in pledge income
- Growing for the Generations June revenue was \$24K, bringing the total so far to \$545K

Expenses

- June expenses were \$35K favorable, \$74K vs. a budget of \$109K, and favorable to the most recent reforecast of \$114K.
- Expenses running \$77K favorable to budget YTD, \$510K vs. budget of \$587K
- Variance driven primarily by favorable variances in outreach, music, youth, and children's ministries. Most of these variances will be made up later in the year.

Contribution

- June contribution was a \$2200 deficit vs. budget deficit of \$47K and reforecast deficit of \$50K
- YTD contribution (revenues minus expenses) running \$95K ahead of budget, a \$34K surplus vs. a budgeted \$61K deficit.
- Our 2009 outlook is a deficit of \$0-10K

Cash Position

- Cash position is strong, with an unrestricted cash balance of \$252K. We will see this fall off over the summer as revenue falls and expenses catch up.
- Lydia's Purse balance stands at \$12.1K, down \$800 from last month

Infrastructure

- Our audit is progressing well – we will get a report next month
- We are well staffed with tellers

Stewardship – Keech LeGrand and Tom Weed

The purpose of the Stewardship Team is to help CCE live generously. Keech and Josie recently heard Nathan Dungan speak at a conference in D.C. His message was around the idea of 'Share, Save, Spend' and of sacrificial giving as a part of our spiritual journey. Nathan will speak at CCE in September. Hillary and Paul will include 'service' as the theme of worship starting the weekend of July 25th and 26th. The Stewardship Campaign will kick off on October 4. Pledge Sunday is October 25.

The Stewardship Team would like to invite Nathan back in February, 2010 as a part of year-round learning process regarding stewardship and how we live our lives. The team's hope is that our budget process could change from, "What do we want to do?" to "What can we do?". There was much interest and excitement in the possibility of change which could come as a result of the Stewardship Teams recommendations. Discussion and questions were as follows:

- Is the \$20,000 cost of inviting Nathan back in February negotiable?
- What type of results has the Colorado Diocese seen as a result of the 'Share, Save, Spend' curriculum? Thirty churches in the CO Diocese use this curriculum.
- Vestry members would like to see data related to Nathan's work in other dioceses.
- Is the goal of this training and education to help CCE folks make deeper changes which will allow them to grow in their spiritual life through 'Share, Save, Spend'?
- How will the team invite folks to donate to cover the proposed February weekend?
- Vestry would like references on Nathan Dungan.
- Once we learn from him, whom can we teach?
- What are the five things that other congregations thought were great about his teaching? What are five things that they'd have done differently?

There is a contract to be signed August 1. The contract will not be signed prior to the above questions being answered. A vestry subcommittee will work with Keech, Josie and Tom to answer questions with the objective of getting Nathan here in February. In addition to Tom, Keech and Josie, this subcommittee will be comprised of Dave Soule, Bill Beattie and John Daylor. The committee will report their findings to Vestry in August.

Rector's Report – Paul Johnson

Paul asked that all vestry members be prepared to discuss '50 by 25' at the August Vestry Meeting.

Youth Minister Search – Sarah Fogler, Amy Goodman, Elizabeth Franklin

Phone interviews are planned with three candidates for the Youth Minister position. The job description is being rewritten. The goal is to have candidates on campus for interviews by the end of August.

Transition Plans for DPO – Sarah Fogler

The transition plan for the DPO position was briefly discussed. In the interim, Paul has asked Kathy Nunn to oversee running the office and has given specific duties to all other staff personnel. Based on the recommendation of Sarah Fogler, an interim part-time position will be created for a 'Construction Liaison'. This individual would work ten hours per week during the construction period. Paul and Vestry thanked Sarah for her fine work, service and dedication to CCE.

Community Garden – Hillary West

A team led by Barry Hayes is looking at the proposed garden as a benefit to the community in three ways; as a sustainable garden, an evangelical tool and as a provider of nourishment. Twelve people are joining in discussion and working on a formal proposal to be presented at the August Vestry Meeting. Questions should be emailed to Barry by July 30.

Memorial Garden – Paul Johnson

Paul will research and form a team for the purpose of creating a Memorial Garden on the grounds of CCE. **The following motion was made, seconded and carried.**

Resolved, the Christ Church Vestry affirms the creation of a Memorial Garden on the grounds of Christ Church, and authorizes the Rector to form a team to research and explore its creation. This group will return to the Vestry with a recommendation to proceed to create a Memorial Garden, if so, they will provide:

- 1. A recommendation of where the garden should be placed on the Christ Church grounds.***
- 2. A conceptual outline for the design and style of the garden.***
- 3. Expected expenses in the creation of a Memorial Garden.***
- 4. A report on the various regulatory and policy issues that must be addressed in the creation of a Memorial Garden, i.e., county approval; any legal or zoning restrictions; any necessary policies or practices that need to be established (i.e., interment policy; maintenance practices; potential costs; dedication policies).***

Worship Space Adornment Fund -

A restricted account will be set up for those who wish to make donations to be used to purchase items for the expanded worship space. Funds donated will be used under the Rector's control and there will be restrictions established by the Rector concerning what items may be acquired

Birthday Celebration – Hillary West

CCE's birthday celebration will be a four week offering in which the CCE community will offer up thanks to God for all of our individual and collective blessings. Opportunities will be available for any and all to sign up for service to Caritas, Habitat for Humanity, Central VA Food Bank, Comfort Zone Camp, Micah Initiative/ George Mason Elementary School or Boaz and Ruth.

Warden's - Marc Halbritter and Joe Gallagher

Please submit all reports for Vestry Meeting one week prior to the meeting. Submission of reports has not been as timely as necessary in order for vestry members to review pre-reads prior to meetings. Vestry Members' ability to pre-read materials greatly facilitates Vestry Meetings. It is also important that all attendees are respectful of designated time slots as listed on the agenda. A close adherence to time slots prevents the meeting from running too long and insures that all important issues are adequately considered and discussed.

The meeting was adjourned at 10:00 pm.

Respectfully Submitted
Shelley Putney, Registrar
Elizabeth Franklin, Acting Registrar

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