

**Christ Church Episcopal  
Special Vestry Meeting/ Work Session  
May 6, 2008  
Minutes**

*Approved 5/16/08*

**Members in Attendance:** Karen Akens, Sr. Warden, Marc Halbritter, Jr. Warden, Pam Board, Elaine Champion, Mary Ann Cooley, Rick Elliott, Joe Gallagher, Amy Goodman, John Napier, Mike Richards, Dave Soule, Ted Susac, Dave Wasik, Shelley Putney, Registrar

**Staff in Attendance**

Paul Johnson, Hillary West

**Guests in Attendance**

Bill Beattie and Ken Royston, Building Steering Committee

A special meeting of the vestry was called to discuss how best to respond to the ‘Voice of the Parish’ as revealed in meetings, conversations and most recently in the feasibility study. The task before vestry was to define ‘success’ and to revise the project to accommodate a \$1.9MM capital campaign, which is the amount projected by the Feasibility Study, plus an acceptable level of mortgage debt. With considerable advice from the Building Steering Committee, we worked to identify items that could be cut from the project, so that we could build with projected available funds.

Prior to our meeting, discussions were held with the architect, CCE Staff, Music Ministry and Building Oversight Committee. Vestry sought broad input to validate scope changes. The ‘Voice of the Parish’ says that both the PLC and sanctuary are important. Options discussed were as follows:

- Build only a PLC with adequate meeting space to accommodate Christian Education, Youth Ministry etc.
- Only renovate and expand the Sanctuary and improve the dedicated worship space;
- Build both to include essential elements.

After review and discussion of options, financial implications and recommendations of BSC and Building Oversight Committee, a motion was made and seconded that the vestry:

1. Define success as the recommendation of the Building Steering Committee and adopt it as the project the vestry recommends to the congregation. This includes:
  - An expansion of the existing sanctuary that adds a new milling area and makes permanent seating out of the current milling area.
  - The building of an approximate 12,700’ multi-purpose Parish Life Center.

- An allocation of \$50,000 to be used toward a dedicated space for the music ministry
2. Per the voice of the parish, remove the tithe on the capital campaign.
  3. Set a primary capital campaign goal of \$1.9 million and a stretch goal of \$2.2 million on top of the \$330,000 gift already received.
  4. Seek congregational assent for a mortgage of up to \$1 million to fund the project at the end of the capital campaign.
  5. Authorize the senior warden to negotiate an extension of the county permit and related lease on the Hope, Faith and Charity trailers.

This motion was unanimously approved.

Respectfully Submitted,  
Shelley Putney  
Registrar

**CHRIST CHURCH EPISCOPAL  
VESTRY MEETING  
MAY 21, 2008**

*Approved*

Vestry: Karen Akens, Sr. Warden, Pam Board, Elaine Champion, Mary Ann Cooley, Joe Gallagher, Amy Goodman, Dave Soule, Ted Susac, John Napier, Dave Wasik, Treasurer, Shelley Putney, Registrar

Staff: Paul Johnson, Rector, Hillary West, Assistant Rector, Sarah Fogler, Director of Parish Operation

Guests: Bill Beattie and Ken Royston, Building Steering Committee  
Lilly Andrews and Pete Gallagher, Capital Campaign Co-Chairs  
Kathy Nunn, Financial  
Michael Van Hoosier, parishioner

**Treasurer's Report – Dave Wasik and Kathy Nunn**

April Financials were approved by Vestry vote prior to this meeting.

A summary of April Financials is as follows:

Revenues:

- April revenue was \$7,850 below budget, \$120K vs budget of \$128K;
- YTD revenue is \$33K below budget, \$418K vs budget of \$451K;
- Shortfall is concentrated in pledge income; YTD \$368K vs budget of \$398K;

Expenses:

- Expenses running favorable to budget YTD, \$381K vs budget of \$393K;
- Variance driven primarily by favorable timing of outreach spending and will be made up later in the year;
- Utilities costs running ahead of forecast; staffing costs in line with budget;

Contribution:

- YTD Contribution (revenues minus expenses) running \$21K below budget;
- The budget suggested a \$72K deficit, so without taking action our current outlook is a \$100K + deficit for the year;
- Recommendation for closing this gap are outlined below;

Cash Position:

- Cash position remains very strong;
- General Fund cash balances of \$360K with \$250K 'unrestricted'.

Other:

- Kathy is still working through the reworking of accounting changes/ transition;
- Shelley is in process of pricing out financing options for building campaign;
- Finance Team is in need of volunteers.

Dave Wasik made several recommendations to ‘close the budget gap’. Dave, Kathy Nunn and Sarah Fogler will meet the Stewardship Team to discuss this. John suggested that we meet with all ministry teams to let them know of the shortfall. Joe recommended that the shortfall be brought to the attention of the congregation. Specific recommendations will be made at the June Vestry Meeting regarding this matter.

**Capital Campaign Team Update – Paul Johnson**

Paul introduced Lily Andrews and Pete Gallagher, who have graciously agreed to co-chair the upcoming ‘Blessed to Be a Blessing Capital Campaign’. The leaders and the committee will serve subject to congregational affirmation of the building project and related capital campaign. Other, who have agreed to Chair, are as follows:

Campaign Coordinator	Trish Palmer
Staff Liason	Josie Sicheri
Advance Gifts Co-Chairs	Lisa & Theo Dewolf, Robert Nicol Martin Atwood
Congregational Gifts Co-Chairs	Robert Clarkson Keech leGrand
Spiritual Emphasis Co-Chairs	Rick Rowland Jennifer Ernst
Communications Co-Chairs	Jen Sullivan Ken Wayland
Kick-off Even Co-Chairs	Keith & Robbi Schleicher Mike & Babz Barnett
Planned Giving Chair	Kristi Nelligan & Will Watkins (?)
Annual Pledge Chair	Jonathan Hawes & Tom Weed

**Building Steering Committee Update – Bill Beattie and Ken Royston**

BSC has just met with the builder, Century Construction. There are no surprises. The architect, BCWH, and Century will meet next week to look at budget numbers and to get the numbers ‘tighter’. Century feels that our construction budget numbers are tighter than what is usually seen at this point in a project. Shelley Nicol has sent information from the Sanctuary Team to Sarah Barber, BCWH architect.

There was some discussion about the fact that Intelos Wireless recently approached CCE (via Ken Royston) regarding the possibility of constructing a cell phone tower on our property. Henrico County approached us several months ago with the same question. Intelos would want to lease a 100’ x 100’ foot plot of land on which to construct a 130’ to 150’ tower/ pole. A similar tower was recently built on church property in Hanover. The wireless company constructed a church bell tower to camouflage the pole. There was discussion about positives and negatives of this proposition. Ken recommended that Vestry appoint a committee to review this question. The committee will be comprised of John Napier, Joe Gallagher and Dave Wasik.

There will be an informational meeting on June 4 at 7:00 at Short Pump Middle School to discuss North Gayton and Pouncey Tract Road improvements. BSC encourages representatives from CCE to attend.

**Congregational Informational Meetings regarding proposed building project –**

Informational meetings will be held during every service on the weekend of May 31<sup>st</sup> - June 1st. This is the weekend prior to the scheduled vote. There will be a presentation and time for questions during each of the three services. Marc Halbritter will lead the presentation.

**Upcoming Congregational Vote regarding proposed building project and related debt – David Soule**

- An informational letter has been mailed to all parishioners.
- There has been an article in the Grateful Heart.
- Informational meetings being held during each service the weekend prior to the vote.
- Detailed information regarding the project has been posted on the CCE website.
- We will vote in each service on the weekend of June 7<sup>th</sup> and 8<sup>th</sup>.
- We will read the Canonical Requirements to remind parishioners of the definition of an ‘eligible’ voter. This is covered in Canon 11, Section V.
- **The Vote:** In general terms (specifics still being refined), vestry will ask for the congregation’s blessing to move forward with the capital campaign and for approval of the following: 1) Vestry to take on construction line of credit of up to \$2.9 million for 36 months to finance the parish building program; 2) Following construction financing and receipt of capital campaign pledges, the construction line of credit will be replaced by a long term mortgage of up to \$1 million. Church property will be used to secure the debt.
- The determining factor will be the Capital Campaign. The Feasibility Study showed that the congregation was overwhelmingly supportive of this project.
- We will not break ground until we know the results of the Capital Campaign.
- Canons require a simple majority to move forward.
- There will be three non-vestry members counting the ballots after all ballots are collected from all three services.
- Results will be announced on the CCE website.

**Warden’s Report – Additional Business – Karen Akens**

Henrico County sent us an email stating that the Board of Zoning Appeals does not have authority to extend our existing permit or to issue new permits for the trailers. If anyone complains, we will have to remove out trailers from the property. Karen is researching this further. Other nearby churches have kept trailers on their property for several years. Karen is talking to the trailer company to discuss the possibility and terms of a month to month lease.

Paul reminded us that it’s very important that we are good neighbors throughout the construction process. We should keep our neighbors in mind and up to date as we move through the process.

There being no further business, the meeting adjourned with prayer at 9:20.

Respectfully Submitted,  
Shelley Putney  
Registrar