

**Vestry Meeting
January 21, 2009**

Approved 2/18/09

Vestry Members in Attendance: Elaine Champion, Mary Ann Cooley, Rick Elliott, Amy Goodman, Marc Halbritter, Jr. Warden, John Napier, Mike Richards, Dave Soule, Ted Susac, Dave Wasik, Treasurer, Shelley Putney, Registrar

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

Guests in Attendance: Gordon Macgill, HR Team
 Kathy Nunn, Finance Ministry Team

Personnel Team Report

Gordon Macgill presented a report from Personnel Ministry Team.

December Financial Report – Dave Wasik and Kathy Nunn

Preliminary Financial View on December, 2008

- ♦ Revenue was \$1,600 below budget; \$223.5K versus forecast of \$225.1K;
- ♦ Pledge income was \$28K lower than forecast;
- ♦ Loose plate was \$1,100 lower than forecast;
- ♦ Non-pledge collection income \$8,000 higher than forecast;
- ♦ Special gift (\$10K) and interest income (\$9k) were incremental to the budget;
- ♦ December expenses were \$45K unfavorable to budget, \$177K vs budget of \$132K. This difference was driven entirely by outreach spending to make up for under spending throughout 2008;
- ♦ Contribution was \$46K surplus vs budget of \$92K surplus.

Preliminary Financial View of Full Year 2008 Financials

- ♦ Revenue was \$19K unfavorable to budget, \$1,284K vs forecast of \$1,303K;
- ♦ Pledge income \$48K lower than forecast;
- ♦ Loose plate \$900 higher than forecast;
- ♦ Non-pledge collection income \$1,500 higher than forecast;
- ♦ Other income was \$26,000 higher than forecast;
- ♦ Expenses were \$71K favorable to budget, \$1,304K vs budget of \$1,375K;
- ♦ The fact that a third clergy person was not hired in 2008 drives \$45K of positive expense variance;
- ♦ Several small, favorable variances in Children's, Adult, LPC and Music Ministries;
- ♦ Contribution is a deficit of \$20K vs budgeted deficit of \$72K;
- ♦ 2008 Contribution Income (pledge + non-pledge + loose plate) was \$1,256K; vs 2007 Contribution Income of \$1,242K;
- ♦ 2008 Other Income was \$27.5K vs 2007 Other Income of \$68K;

- ♦ Unrestricted Cash at the end of December 2008 was unofficially \$188K. At the end of 2007, it was \$210K.

There was no action needed on these preliminary year end numbers. Email approval will be requested within the next few weeks.

There was a motion to approve the opening of a new Money Market account with Wachovia/Wells Fargo, in order to keep as much of our savings under FDIC insurance limits as possible.

Background Check Policy – Sarah Fogler presented the new policy ‘Christ Church Episcopal Servant for a Safe Sanctuary (Proposal for Criminal Record Background Checks on Volunteers)

- ♦ As a church, we value the safety of those in our care. It is an honor and privilege to serve others, and we want to take prudent measures to safeguard them from harm. Therefore, CCE has implemented a policy on criminal background checks.
- ♦ All applications and reports will be kept in a locked file;
- ♦ Background checks will look at criminal record history only (not credit, financial, marital history etc);
- ♦ Background checks will be conducted on the following:
 - Clergy and staff;
 - Every person who works with youth and children will be asked to participate;
 - At clergy discretion, those who regularly come into contact with those in need or those considered ‘vulnerable’ will also be asked to participate;
- ♦ Background checks will not be conducted on lay employees or volunteers under 18 years of age, since criminal records are not available for juveniles;
- ♦ DPO will receive applications and submit for background check;
- ♦ Results with no criminal record will be filed in DPO’s office in a locked file;
- ♦ Results with criminal charge or conviction will be reviewed by clergy and appropriate staff person; Any motor vehicle convictions involving misdemeanor or felony should come through this area and will be reviewed on a case by case basis;
- ♦ If it is determined that a volunteer does not meet CCE criteria, the Rector or Ministry Head will have a conversation with that person outlining the decision.
- ♦ Privacy will be respected and will not be shared with anyone who does not have a ‘need to know’;
- ♦ The cost of the check will be covered by CCE. However, if a volunteer wishes to contribute or cover the cost, he or she may do so;
- ♦ Included in the check is the following: a multi state criminal record search comprising a search of DPS, Department of Corrections, Administrative Office of the Courts, Bureau of Criminal Apprehension, Sexual Offenders Registry and Department of Criminal Justice files and records. This will include social security verification, which provides name, date issued and state as well as address history.

Sarah will follow up later with an implementation piece.

There was a motion to implement the Background Check Policy as written by Sarah. The policy will be implemented by Sarah and CCE staff. The motion was seconded and carried.

Communication Plan for Building and Budget – Dave Soule

- ♦ An email will be sent to Parish providing updates on upcoming meetings and on the change in building plans;
- ♦ A letter will be sent to all who pledged to the Capital Campaign;
- ♦ There will be a presentation after each service for the next two weekends discussing budget and building plans;
- ♦ Keith and Missy will speak on what the building plans mean to the Music Ministry;
- ♦ Jake and Jeremy will speak on what the building plans mean to the Youth Ministry;
- ♦ Information will be posted on the CCE website;
- ♦ Vestry will ask for CCE Parish assent to Vestry recommendation to go forward with building (sanctuary, youth space and music space);
- ♦ There is a need to build an ongoing communication stream for the next three years to keep the congregation abreast of the building project;
- ♦ Vestry should speak to ministry teams about the status of the project;
- ♦ Invite those who have not pledged to pledge.

2009 Budget – Dave Wasik

- ♦ Budgeted Pledge Income of \$927K (\$976K pledges at 95% collection rate);
- ♦ Loose Plate Offerings of \$26K (flat with 2008);
- ♦ Non-pledge Income of \$140K (flat with 2008);
- ♦ Interest Income of \$5K;
- ♦ Special Gifts of \$3K;
- ♦ Additional Stewardship of \$15K
- ♦ Total Budgeted Revenue of \$1,116K
- ♦ Expenses of \$1,074.7K
- ♦ Deficit of \$41.5K
- ♦ This maintains Missions & Outreach at 10% of Revenues;
- ♦ Diocesan pledge will be held flat at \$51K for 2009;
- ♦ Vestry discussed the effects of the economy and the Capital Campaign on 2009 Budget;
- ♦ Vestry discussed line item expense cuts being made to arrive at proposed budget with existing deficit.
- ♦ Deficit will be communicated to all ministry teams with a request that they be very mindful of the deficit when planning and spending in 2009.
- ♦ New Stewardship, Fundraising and Scholarship Teams will be in place by the end of January.
- ♦ There is currently no funding under the budget for scholarships.
- ♦ A part time (30 hour/ week) staff person will replace the full time staff person who resigned effective Jan 31. This will result in salary reduction in this area for the 2009 Budget.

There was a motion to approve the budget with a \$42K deficit. This deficit is not acceptable to Vestry, but we believe that there are ways to remedy the deficit. By March 31, Vestry will revisit budget and discuss other cuts, if necessary. The motion was seconded and approved.

There was a motion to commission a search committee to hire a new Children's Ministry Staff Person. This will be a part time position at 30 hours per week. The motion was seconded and approved.

There was a motion to authorize Sarah Fogler and the Wardens to break the lease on the trailers and arrange for removal on or around March 1, 2009. If Sarah is able to negotiate the retention of one trailer with cost savings maintained as needed, she is authorized to do so. This motion was seconded and approved.

Warden's Report – Marc Halbritter

- ♦ The Men's Ministry continues to be very active with their "Weathering the Storms of Life" series. They recently hosted seventy CCE men for breakfast;
- ♦ Discussion of the Annual Meeting Agenda;
- ♦ Reminder to get Ministry Team Reports to Jan on a timely basis.

Election of Vestry Officers - Paul Johnson

- ♦ **There was a motion for the election of the following for CCE Vestry Officers for 2009: Marc Halbritter - Sr Warden, Joe Gallagher – Jr Warden, David Wasik – Treasurer, Shelley Putney – Registrar. The motion was seconded and approved.**

Rector's Report – Paul Johnson

- ♦ There are seven individuals standing for election as 2009-2011 Vestry.
- ♦ Annual Council is this coming weekend.
- ♦ CCE is hosting Ascension Day Service on May 21 with Bishop Jones presiding;
- ♦ Jake and Jeremy recently invited many area Episcopal youth ministers to meet at CCE. The meeting was very successful and will be held here again.
- ♦ St. Francis is interviewing for a new Vicar.
- ♦ Sue Fornabai of the Episcopal Church Foundation will be offering a Planned Giving meeting after the 11:00 service next Sunday.

- ♦ **Great gratitude was offered to John Napier, Mary Ann Cooley, Pam Board and Karen Akens for the many good gifts each of them brought to CCE through their three years of service on Vestry. We are so thankful for their effective and loving service.**

Paul closed the meeting in prayer.
Adjourned at 10:00 p.m.

Respectfully Submitted,
Shelley Putney
Registrar