

**Christ Church Episcopal  
Vestry Meeting Minutes  
January 18, 2012**

***Approved***

**Location:** Room 202 of the Education Building

**Vestry Members and Officers in Attendance:** Bill Beattie, Sr. Warden; Louanna Heuhsen, Jr. Warden; David Latham, Treasurer; Jim Wheeler, Registrar; Elizabeth Franklin; John Daylor; Jennifer Sullivan; Barry Hayes; Will Watkins; Marilyn Wayland; Tricia Williams; Andy Hagy; Lee Heck; Kevin Kinter; Tom McNally; Andy Reisinger

**Staff in Attendance:** Paul Johnson, Rector; Kathy Nunn, Director of Parish Operations

**Others in Attendance:** Brock Vaughn

**Call to Order:** Paul Johnson called the meeting to order.

**The Big Listen: CCE @ 21 January Vestry Update – Brock Vaughn**

- Brock presented an update on The Big Listen and the work of the CCE@21 team.
- Planning for three live listening sessions is nearly complete.
- The communication stream is underway, with more to follow:
  - Postcards have been widely received already.
  - Directed emails will be sent along with continuing communications via the weekly blast.
  - The sermon on January 29 will highlight The Big Listen.
  - The banner has been ordered.
  - Color bulletin inserts are coming.
  - We are considering a robocall message from Paul.
- A method to conduct online events at no cost has been identified.
- External event planning has not started.
  - Community
  - Preschool
  - Stakeholders
- The group is discussing additional data gathering needs and sources.
  - At the live listening sessions, we will be gathering very brief demographic information.
- The current proposed questions to ask at the listening sessions are:
  - Tell about a time when you have experienced Christ Church at its best.
  - How would you describe Christ Church today?
  - In your dreams, what would Christ Church look like in three years for us and our community?
  - What do you believe God is calling Christ Church to do?
- Brock indicated that what he needed from the Vestry was:

- Validation of the general direction, which we enthusiastically provided.
- Feedback on the questions.
- Volunteer our time as facilitators or scribes for at least one session.
- Our collaboration in communicating and inviting people, most particularly reaching out to people one on one.
- After his presentation and a discussion of the plans, Brock left with our thanks for the great work the CCE@21 team is performing.

**Treasurer’s Report – David Latham:**

**Preliminary December 2011 Cash Analysis**

- David provided an update on our cash position.
  - Temporarily Restricted
    - These funds are restricted to a specific purpose by the donor and require the donor’s permission to use for any other purpose.
    - Total: \$237,489.57
  - Vestry Designated
    - These funds are designated for a specific purpose by vote of the Vestry and require a vote of the Vestry to change the use.
      - ACS Training \$ 165.00
      - New Driveway \$ 77,945.50
      - Memorial Garden \$100,000.00
    - Total: \$178,110.50
  - Special Deposits
    - These are funds held for payment to third parties (for example, youth trip, missions trip, consignment sale)
    - Total: \$ 1,740.29
  - Unrestricted Cash
    - These are funds which carry no restriction and can be used for any purpose by CCE.
      - Proceeds from land sale of \$788,956.65, less
        - the amount withheld by Henrico County for turn lane of (\$96,250.00)
        - the cost of the North Gayton Road entrance of (\$208,281.00)
        - signage costs of (\$1,247.35)
        - legal costs of (\$2,000.00)
      - Unrestricted cash related to sale of land: \$ 481,178.30
    - Other Unrestricted Cash in Banks and Investments \$ 376,079.90
    - Total Cash and Investments as of December 31, 2011 \$1,274,598.56  
(includes investment of \$99,345 in Trustees of the Funds)
    - Other sources of funds:
      - Due from Preschool \$12,392 (Check received from Preschool 1/7/2012)
      - County Erosion Bond \$16,500 (Check from County received 1/12/2012)

- Total: \$28,892

Preliminary December 2011						
	Month			Year to date		
	December Actual	December Budget	Variance over/(under)	2011 Full Year Actual	2011 Full Year Budget	Variance over/(under)
<b>Revenue</b>						
PLEDGE INCOME	\$130,533	\$147,391	(\$16,858)	\$991,534	\$1,049,024	(\$57,490)
LOOSE PLATE	\$5,436	\$5,358	\$78	\$27,577	\$26,000	\$1,577
NON PLEDGE GIVING	\$35,130	\$44,732	(\$9,602)	\$329,482	\$144,000	\$185,482
FUTURE PLEDGE INCOME	\$92,983	\$0	\$92,983	\$104,033	\$0	\$104,033 **
OTHER REVENUE	\$421	\$292	\$129	\$9,968	\$3,500	\$6,468
<b>TOTAL REVENUE</b>	<b>\$264,503</b>	<b>\$197,773</b>	<b>\$66,730</b>	<b>\$1,462,594</b>	<b>\$1,222,524</b>	<b>\$240,070</b>
<b>Expenses</b>						
Salary & Benefits	\$57,889	\$58,601	(\$712)	\$786,220	\$781,673	\$4,547
Facilities/G&A	\$17,301	\$27,155	(\$9,854)	\$215,024	\$243,815	(\$28,791)
<b>Ministries</b>						
Adult Ministry	\$2,406	\$364	\$2,042	\$3,078	\$4,000	(\$922)
Children's Ministry	\$390	\$627	(\$237)	\$7,937	\$10,380	(\$2,443)
Nursery	\$1,786	\$1,667	\$120	\$21,489	\$20,000	\$1,489
Youth Ministry	\$309	\$780	(\$471)	\$18,513	\$18,990	(\$477)
Music Ministry	\$7,531	\$4,100	\$3,431	\$16,199	\$19,600	(\$3,401)
Pastoral care	\$0	\$0	\$0	\$0	\$500	(\$500)
Social/Newcomers	\$199	\$342	(\$143)	\$5,740	\$3,368	\$2,372
Worship	\$1,351	\$1,313	\$37	\$11,218	\$10,910	\$308
Mission & Outreach	\$7,590	\$7,868	(\$277)	\$104,902	\$104,902	(\$0)
Diocesan Support	\$5,094	\$5,094	\$0	\$63,291	\$63,526	(\$235)
Preschool	\$0	(\$603)	\$603	(\$6,723)	(\$7,236)	\$513
<b>Total Expenses</b>	<b>\$101,847</b>	<b>\$107,308</b>	<b>(\$5,461)</b>	<b>\$1,246,889</b>	<b>\$1,274,428</b>	<b>(\$27,540)</b>
<b>Surplus/(Deficit)</b>	<b>\$162,656</b>	<b>\$90,465</b>		<b>\$215,705</b>	<b>(\$51,904)</b>	
<b>as a % of Revenue</b>	<b>61.5%</b>	<b>45.7%</b>		<b>14.7%</b>	<b>-4.2%</b>	

\* These are 2012 pledges that were paid in 2011. At 12/31/2010, there were \$48,290 of 2011 pledges paid.

### Annual Stewardship Campaign Results

- As of January 18, 2012 for the 2012 annual campaign, we had received 332 pledges totaling \$1,077,975.
- At a similar point in the 2011 campaign, we had received 341 pledges, totaling \$1,084,992.
- The average 2012 pledge is \$3,247 compared to the average 2011 pledge of \$3,182.

### Growing for the Generations Update

- Total Pledges Paid Through December 31, 2011 \$1,394,281
- Total Campaign Pledges \$1,607,052
- Percent Complete 87%
- December 2011 Collections \$ 38,544
- Loan Balance as of December 31, 2011 \$ 311,424
- Payment on January 13, 2012 \$ 97,615

- Loan Balance at January 18, 2012 \$ 213,809

#### **Update on New Positions - Bill Beattie and Louanna Heuhsen**

- Joe Gallagher and Cindy Harper have been added to the team (which also includes Paul, Bill, Louanna, Gordon MacGill, and Lilly Andrews) that will be drafting the job descriptions for the new positions (Assistant Rector and the program position).

#### **2012 Annual Budget - Bill Beattie and Louanna Heuhsen**

- Louanna described the process used to review each of the proposed budget items in the program areas, and how suggestions were made regarding the items. The proposed budget revisions were then reviewed by the Wardens.
- The Vestry expressed great appreciation to Kathy Nunn for putting together the proposal.
- The Vestry engaged in discussions regarding specific line items.
- After discussion, the new proposed deficit without factoring in the new program person is \$49,818. The proposed deficit with the new program person is \$96,800.
- The general consensus of the Vestry was that there is risk in this budget, but we are taking it with full awareness.
- At some point in 2012, the Vestry will need to address the giving issue, i.e. how to increase our congregational level of giving.

**RESOLVED, that the proposed budget totaling \$1,373,699 in expenses be approved for 2012. This motion was seconded and carried.**

#### **Plans for the Annual Meeting - Paul Johnson, Bill Beattie, and Louanna Heuhsen:**

- The annual meeting will take place on Sunday, January 29 as part of the worship service.
- We are imagining a simple meeting, which will include:
  - The election of the new Vestry members by acclamation.
  - Review of the many things we have done in 2011.
  - A review of our plans for 2012.
  - A review of our finances.
- In his message, Paul will focus on The Big Listen and the CCE@21 initiative. He will encourage people to be a part of it.

#### **2012 Vestry Liaison Assignments – Louanna Heuhsen**

- Louanna handed out a worksheet to the Vestry members who are remaining on the Vestry with instructions for them to note their first and second choices for ministry liaison assignments for 2012.

#### **2012 Calendar Items – Paul Johnson**

- Paul reviewed upcoming calendar items.
- Vestry Dinner at the Johnsons: This will take place, most likely, on February 10, although February 17 is a possibility.

- Vestry Retreat: Possible dates are March 9 & 10, April 13 & 14; April 27 & 28; and May 4 & 5. The location is yet to be determined.

### **Additional Updates**

#### **Charity Check-a-thon:**

- The Charity Check-a-thon is in full swing. CCE will be donating a total of \$40,000 to charities all over the world.
- The young people of our congregation will tell us which charity they want us to help by completing a “share check.”
- The Vestry expressed great appreciation to Rebecca Guzman for leading this effort.

#### **Annual Council:**

- Annual Council will take place from January 26-28 in Reston. CCE will be well represented.

#### **Construction:**

- The County has contacted us about the electrical and water on Pouncey Tract. It appears construction in front of CCE on Pouncey Tract will begin in the near future.

### **Vestry Approvals and Resolutions**

#### **Approval of December 2011 Vestry Minutes**

**RESOLVED, that the minutes of the December 15, 2011 Vestry meeting be accepted. The motion was seconded and carried.**

#### **Election of New Officers:**

**RESOLVED, that the following be elected as officers of Christ Church for 2012: Louanna Heuhsen – Sr. Warden, Andy Reisinger – Jr. Warden, and Tom McNally – Treasurer. The motion was seconded and carried.**

- The position of Registrar still needs to be filled.

This meeting was the last meeting of the Vestry year, and the last Vestry meeting for the members of our senior class.

Following reflections from Vestry members, particularly the senior class on their years of service, and a closing prayer, the meeting was adjourned at 9:15 p.m.

Respectfully Submitted,

Jim Wheeler  
Registrar