

**Christ Church Episcopal
Vestry Meeting Minutes
March 13, 2008**

Approved – April 16, 2008

Members in Attendance

Karen Akens, Sr. Warden, Marc Halbritter, Jr. Warden, Pam Board, Elaine Champion, Rick Elliott, Joe Gallagher, Amy Goodman, Mike Richards, Dave Soule, Ted Susac, Dave Wasik, Shelley Putney

Staff in Attendance

Paul Johnson, Hillary West

Guests in Attendance

Ken Royston, David Guin, Bill Beattie, Mike and Carol Van Hoosier, Karen Schulz, Ursula Levy, Mason Harper, Susan Steenrod

Approval of Minutes

Minutes from the February 19, 2008 meeting were submitted. A motion was made to approve the minutes. The motion was seconded and carried.

Resolution of Thanks for Service of David Guin

A motion was made to pass a 'Resolution of Thanks' for David Guin's service to Christ Church and for his exceptional work, resolve and leadership of the Building Steering Committee. We are thankful for his patience, inspiring spirit, investment of time and energy. We give great thanks to God for David and his leadership; and we offer prayers and blessings upon the Guin family as they move to Northern Virginia.

The motion was seconded and carried!

Financial Report – Dave Wasik

- Net contribution was below budget for February; February deficit was \$6,800 vs. budgeted surplus of \$1,700. YTD deficit was \$25K vs. budgeted deficit of \$12K.
- February 2008 revenue was below forecast as we collected \$87K vs budget of \$107K. Pledge income was below forecast, loose plate was ahead, and non-pledge income was below forecast. YTD revenue is \$23K below budget, \$161K vs. budget of \$184K.
- February 2008 expenses were better than forecast. We spent \$94K vs. a budget of \$106K. There were several modest positive variances to forecast in other budget categories. YTD, expenses are running \$10K better than budget, \$185K vs. budget of \$195K.
- As agreed during the budget process, we paid \$3,500 from our operating expenses to the building fund.
- Our cash position is strong despite February's shortfall.

- In answer to a question from last month's vestry meeting, we have identified \$5,000 to be donated to the Diocese to help them fund a conference to attempt to bring peace to Sudan. \$4,175 will come from a restricted account, which was money collected during John Hinckley's memorial service last year. The remaining \$825 will come from operating funds. This is a small step in increasing CCE's financial support of the Diocese.
- New cash handling procedure are generally working well.

There was a motion made to approve financials. The motion was seconded and carried.

There was a motion made to fund \$5,000 to the Diocese to be used in support of the Peace & Reconciliation Conference in Sudan. The motion was seconded and carried.

Living in America Group Report – Karen Schulz

Karen was joined by Mason Harper, Ursula Levy and Susan Steenrod.

The 'Living in America Group' is comprised of 8-10 people who were inspired by Paul's message 'to be a blessing because they are blessed'. They have discussed and prayed and now realize that they are called to provide one English class on Sunday afternoons to non-English speakers. They hope to see their relationship with this community grow by adding a weeknight class, programs for kids and meals for the families. They feel that this call is in line with our baptismal covenant and the ideals of the Episcopal Church. They have been given \$500 from Outreach to start this ministry.

Parish Vote Question

As part of CCE's building plans, we anticipate taking on prudent debt for the construction and renovation of facilities. Per Canon 15, consent of the congregation must be obtained in order to take on debt. Our discussion centered on the following:

- Consistency – future votes (vestry etc) should be handled in a manner consistent with the upcoming vote.
- Communications to the congregation. How can we best communicate the vote and methods surrounding the vote?
- Who is eligible to vote? Answer: "Communicants in Good Standing". Per Cannon I.17, communicants in good standing are those who a) have received communion three times in the last year; b) are at least 16 years old; c) have been faithful in corporate worship, unless for good cause prevented; d) have been faithful in working, praying, and giving for the spread of the Kingdom of God.
- As a part of CCE's mission to be inviting, we have purposely avoided creating a sense of 'members' and 'non members' of our congregation. Also, as a part of CCE's stewardship, we hold who makes donations as highly confidential. Therefore, declaring 'who is and is not a member in good standing' runs counter to our principles.
- Specific wording of vote will be discussed at a future meeting.
- The definition of 'Membership' was discussed. Mike Richards will explore this further.

- We will publish in the Grateful Heart and will communicate to the congregation in a variety of other ways that all ‘Communicants in Good Standing’ are eligible to vote. We will also publish expectations that individuals will ‘self- select’ regarding their eligibility to vote.

A motion was made that individuals will determine whether or not they are eligible to vote (‘self select’) based on the expectations published in Grateful Heart and other communications. The motion was seconded and carried.

Building Steering Committee – Dave Guin/ Ken Royston

The BSC had two orders of business, both of which were informational.

- 1) There was a preview of the architect’s presentation to the congregation. Charles Piper, lead architect, will meet with the congregation, will walk them through a 3D power point and will answer questions. Elements of design will be discussed.
- 2) Bill Beattie discussed the budget and Century Construction – cost estimating.

Century has looked at the total project (PLC and sanctuary) and has bid on this as one single project. If they are able to do both jobs at once, their bid is \$247K lower than their original estimate. Cost for total project (PLC, sanctuary expansion and tithe) excluding ‘wings’ is as follows:

	<u>Originally</u>	<u>Now</u>
If we raise:	\$3,300,000	\$3,300,000
We would be short:	<u>1,045,000</u>	<u>798,000</u>
Total:	\$4,345,000	\$4,098,000

Wings would add an additional \$364K, if they were built at the same time as everything else. There was a question of the proposed construction timeline. Dave Guin said that now that we have the contractor on board, we could break ground after the summer. If we were able to construct the PLC and expand the sanctuary at the same time, we could save \$100,000 or more.

Ken Royston has graciously agreed to take over Dave Guin’s job as Chair of BSC. As stated in Paul’s proclamation, we are very grateful for Dave’s service. We are also thankful for Ken’s willingness to lead this dedicated group as they move forward.

Feasibility Study Update – Karen Akens

Sue Fornabai of Episcopal Church Foundation will be with vestry for the April 16th meeting to discuss results of the study.

Capital Campaign Contract – Marc Halbritter

There was discussion about the Capital Campaign Contract. Marc presented a power point, which summarized the ECF Contract:

- Contract price of \$45, 475 payable in four installments;
- Commitment fee of \$1,975 paid immediately;
- Cancellation fee of \$11,369, if no capital campaign; otherwise balance in four payments;

- Software included;
- All travel expenses included;
- Custom campaign materials included;
- Signing contract keeps us on track for May campaign start.
- Organizational overview was outlined.

There was a motion to enter into the contract with Episcopal Church Foundation for the Capital Campaign. The motion was seconded and carried.

Rector's Report – Paul Johnson

- Paul recommended individuals as delegates to Region XII. Delegates to Annual Council will be recommended at next month's meeting. A vote to approve will be taken at next month's vestry meeting.
- St. Clare's – CCE will provide music leadership to St. Clare's during the month of March. Rich Greenwood will visit CCE in the near future to ask members of CCE to go to help St. Clare's grow.
- Staffing possibility – This is for discussion only. No vote is being taken at this time. We have budgeted for a third clergy person. However, rather than hiring a third clergy at this time, there is now a thought of creating a new position, 'Director of Outreach and Missions'. Paul stated that it is of strategic importance that we grow as servants. A person in this position, while encouraging this growth, would serve in a variety of leadership and administrative roles. This growth would strengthen our community; and the existence of this position would be a step in freeing our clergy to preach, teach and pastor.

Senior Warden's Report – Karen Akens

- Director of Parish Operations Update. The position has been posted. Interviews will be held in the first two weeks of April.
- Vestry Retreat – Cary Kelly will lead.
- There are some small, non-controversial issues that are brought to vestry that, in the interest of time, need not be brought to full vestry. There was a motion that these issues be decided by an executive committee (Rector, Sr. Warden, Jr. Warden, Treasurer and Registrar) in weekly meetings. **Motion was seconded and carried.**

Joe Gallagher asked that we keep our friends in Sudan, the Sudan Mission Team, our friends in Pascagoula and the Pascagoula Mission Team in our prayers.

The next Vestry Meeting will be held on April 16, 2008. Shelley Putney will provide the meal.

There being no further business, the meeting was adjourned at 9:15.

Respectfully submitted,
Shelley Putney
Registrar

