

CHRIST CHURCH EPISCOPAL
Vestry Meeting Minutes
August 19, 2009

Approved September 16, 2009

Members in Attendance: Marc Halbritter, Warden, Joe Gallagher, Jr. Warden, Ted Susac, Rick Elliott, Bill Beattie, Amy Goodman, Dave Soule, Melinda Hancock, John Daylor, Shelley Putney, Registrar, Elizabeth Franklin, Elaine Champion

Staff in Attendance: Paul Johnson, Rector, Hillary West, Assistant Rector

Guests in Attendance: Sharon Hart - Barcalow Hart Accounting Firm; Jeff Conklin, Scott McAuliffe – Finance Committee; Barry Hayes – Community Garden

Audit Findings – Sharon Hart

- This was Barcalow Hart Accounting Firm’s first audit of CCE. There were no significant findings, nor material weaknesses.
- The auditors stated that Kathy Nunn’s level of experience is a great benefit to CCE.
- The following suggestions were made:
 - The auditors’ most important comment was related to the fact that we have one person opening mail, recording payables and receipts. There is inherent risk with one person doing everything. We should have another person opening mail. This adds another level of segregation of duties. No irregularities were found, but this is just a good idea.
 - They recommended that we take advantage of our sales tax exemption in all areas.
 - In order to reduce exposure and gain maximum FDIC coverage, CCE has accounts at multiple local banks. When we make transfers within one bank from payroll to operating account, make sure that the person making transfers is authorized. Any unusual transfers should be documented.
 - When approving disbursements use a standard stamp or form. Consistency will streamline this process for our accounting department.
 - Reimbursements for cell phone usage should be changed to comply with our personnel policy. We currently reimburse monthly. Policy says we reimburse annually. We may just need to change our policy to agree with our actions.
 - Temporarily Restricted Net Assets – Review some of our small restricted accounts to reduce the balance to zero. Allocate qualifying expenditures to restricted accounts to reduce these account balances, if the expenditures comply with donor restrictions.
 - Vestry and Finance Team will determine how to prioritize issues. The Finance Team to draft a recommended response.
 - A copy of the approved Audit will be sent to the Diocese.

- **There was a motion to accept the Audit and to ask the Finance Committee to draft a response to findings. The motion was seconded and carried.**

Financial Report – Melinda Hancock for Dave Wasik

Revenues

- July revenue exceeded budget by \$23K; \$85K vs. budget of \$62K. This variance was driven by one large, budgeted-for pledge. We also exceeded the recent reforecast of \$64K.
- YTD revenue is \$41K ahead of budget, \$629K vs. budget of \$588K, but slightly behind Jan-July 2008, \$629K vs. \$651K.
- All of the YTD positive variance is driven by favorability in pledge income.
- Growing for the Generations July revenue was \$31K, bringing the total so far to \$576K.

Expenses

- July expenses were \$12K favorable, \$103K vs. a budget of \$115K, and lower than the most recent reforecast (\$125K).
- Expenses running \$89K favorable to budget YTD, \$614K vs. budget of \$703K
- Payroll timing (3 paychecks in July) led to higher-than-normal salary costs. This was budgeted, but it led to higher-than-normal expenses.

Contributions

- July contribution was an \$18K deficit vs. budgeted deficit of \$53K and reforecast deficit of \$61K.
- YTD contribution (revenues minus expenses) is a \$15K surplus vs. a budgeted \$114K deficit.
- Our 2009 outlook is a balanced budget, but to get there we'll need a strong 4th quarter of giving and continued expense discipline.

Cash Position

- Cash position is strong, with an unrestricted cash balance of \$232K. We will see this fall off over the summer as revenue falls and expenses catch up.
- Lydia's Purse balance stands at \$12.7K, up \$600 from last month.

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

Community Garden – 'Mustard Seed Garden' - Barry Hayes

Purpose

- To serve as faithful and responsible stewards of God's creation through sustainability, and to teach/model these practices to others.
- To serve as evangelists, inviting the community to share in the ministry of caring for the garden.
- To produce a regular harvest for those in need.

Two questions:

1. How will physical installation and upkeep be handled?
2. What sort of ministry will spring from this garden?

Executive Summary

To date, the Mustard Seed Garden Planning Committee has met twice:

- The group expressed a very modest approach to start-up.
- In general, it was agreed that the garden plot would take a relatively short amount of time to install, with parishioners/community members able to begin planting in the March-April 2010 timeframe.
- Depending on the timing of start-up funding, the garden plot could be completed by late-Fall 2009.
- Discussion continued that, as the garden “grew” in participation & community awareness, it would parallel the growth of its associated ministry. There is typically a 2-3 year start-up phase.
- The group’s goal is a self-sustaining garden with a 7-10 year vision for the ministry.
- There are two possible locations:
 - a. Near the Church House
 - b. Near the Education BuildingThe committee concluded that the location near the house is far superior, as cars can pull near the plot.
- There will be wheelchair accessibility with raised garden plots.
- Barry will speak to the Youth Ministry Team and Building & Grounds to make sure that the recommended space for the gardens does not interfere with Youth Space.
- Commitments will be for one year for each plot.

The following motion was made, seconded and carried: RESOLVED, that the concept of a community garden is endorsed by the vestry and that the group evaluating it return to the vestry with a final recommendation as soon as they are ready.

Long Range Planning – Marc Halbritter

Long range planning and priorities were discussed in relation to a five year plan. In order to determine where we will be financially over the next five years, we need to determine what our spending priorities are in the areas of: staff salaries, diocesan support, missions & outreach and ministries, and what will be needed to support these priorities. This begins with the 2009 budget.

Wardens’ Report – Marc Halbritter

Assistant Youth Minister Search Update- Elizabeth Franklin

- Sarah posted the job on additional web sites before she left;
- Two people from the first round will have phone interviews;
- We are becoming more proactive in the search, reaching out to find candidates;
- Search team meets August 20 to review the 25 resumes received in last two weeks.

Loose Plate Offering – Central Virginia Food Bank – John Daylor

CCE 'loose plate' offerings total approximately \$300 per week, or \$1,200 /month. The Food Bank can purchase \$12 of food for every \$1 received.

- The first Sunday of each month is when food is collected for the Food Bank.
- The impact through the end of the year would be approximately \$2,000 and has been determined to be manageable within our existing budget.
- The Mission and Outreach ministry will be responsible for making the congregation aware of this designation of funds and also to be responsible for getting the money to the Food Bank.
- At the end of the year, the program will be re-evaluated if it is desired to be continued.

Hillary recommended that we review Canons to insure compliance with requirements.

The following motion was made, seconded and carried: RESOLVED, that, for the months of September – December, 2009, the loose plate offering (cash and coin) from the first Sunday of each month be designated to benefit the Central Virginia Food Bank.

CCE Birthday Picnic – Joe Gallagher

CCEP Birthday picnic is September 13. This is a potluck dinner and is self-funding, but there could be some incidental items that we will need to cover.

RESOLVED, That Vestry authorizes up to \$1,000 to be spent on the Birthday celebration. There was a motion to approve this resolution. The motion was seconded and carried.

Staff Updates – Marc Halbritter:

- Kathy Nunn has accepted the role as acting office manager and is now at 'reduced full time'.
- Specific duties have been assigned to Josie and Jan.
- In addition to her current responsibilities, Josie will handle communications.
- In addition to her current responsibilities, Jan will handle all scheduling and the database.
- The DPO job description is being refined to reflect anticipated future needs
- Expect to commence replacement process this fall
- Reviewing other recommendations made by Sarah

Emmaus Groups – Amy Goodman:

- We've hosted 2 desserts in order to bring over 30 people into conversation.
- Two overriding themes emerged: Growth in relationships and growth in understanding.
- Emmaus Groups are the vehicle for members of Christ Church to grow in both areas.
- Emmaus groups are:
 - Led by congregation members, supported by staff.
 - Meet for 10 weeks at a time, wherever, whenever they choose.
 - Each gathering lasts 75 to 90 minutes.

- We have invited over 40 members to consider being a leader. We have planned two informational sessions for Saturday, August 15 and Thursday, August 20 to discuss more in-depth and share the vision.
- Signups will be after services during September for anyone who wants to join.

Nathan Dungan Visits to CCE – Bill Beattie, John Daylor

A committee, made up of the above Vestry members along with Tom Weed and Keech leGrand, spoke with three references regarding Nathan Dungan. The references included a representative of Christ Church Greenwich, Association of Endowed Parishes; the President of the Colorado Episcopal Foundation; and the Executive Director of the Shalom Foundation. All spoke highly of Nathan.

Recommendations:

- The group is definitely in favor of moving forward with planning for a second visit from Nathan.
- A formal decision on the second session will be made after Nathan's visit in Sept.
- We would like to invite other churches to participate in the September session and then to share expenses with us on the second sessions.
- We also need to understand how many programs we actually need to provide to insure good coverage of the parish. One large session for youth and another for church school may be sufficient.
- The committee recommended that we ask Nathan to hold the February date as we will be inviting several other churches to sample his program in September. We hope to work with other congregations to obtain sufficient financial support to invite him back in February.

Defibrillator Training – John Daylor

Phil Childress has provided this training before and has offered to do so again. Training would be a three to four hour class for 8-10 adults. It would include CPR, use of a defibrillator, choking treatment and infant and child CPR. The class would be on a Saturday morning or a Sunday afternoon. Cost is \$40 per person. Vestry members will pay for the course. Possible dates are 9-26, 10-3 and 10-17.

Fire Alarm – Joe Gallagher

Joe and Tom Balgie discussed new fire alarm procedures after alarms went off during a recent worship service. Our sextons are trained on fire alarms. There is a new walkie talkie in the kitchen. Joe or Jimmy will have walkie talkie in-hand on Sunday mornings. The breaker panel located in the breaker box in the AV room at the back of the sanctuary will be marked, so that it can be easily located in the event a VPOD needs to turn the alarm off. The VPOD book will be changed and updated to include this information.

Rector's Report – Paul Johnson

Regarding the Sunday Morning schedule:

- Paul asked for Vestry endorsement to keep summer schedule with worship at 9 and at 10:45.
- Saturday evening service will continue as currently scheduled.
- The Sunday morning schedule will be as follows:
 - 9:00 Sunday Service : Children's chapel;
 - After 9 service: Fellowship and coffee for the congregation;
 - At 10:35: Beginning of gathering time for Kids Quest;

- 10:45: Sunday School and Worship begin;
- 11:25 – 11:30: Children return to sanctuary for communion with family.
- The current schedule is good because it allows us to live our values. Having full time for worship is very important! After three years of the current schedule, we realize that unintended consequences are the limitations the schedule has placed on our worship experience (drop creed, closing prayer etc). It has also impacted the 11:00 service, causing it to start late, and to run late.
- There was a significant difference in summer when we were on the new schedule and were not rushed.
- The two most important other reasons for trying this schedule are that it will enhance the worship experience and will provide an experience of Sabbath, instead of a rushed morning. This schedule also encourages families to bring children to Sunday School.

Paul asked for Vestry endorsement to move to new schedule. Vestry endorsed this plan.

Summer Interns

Vestry voiced great appreciation for excellent work by our summer Youth Interns, Davis Franklin and Devon Bruce. These fine college students did outstanding work and provided strong leadership for youth of Christ Church this summer. There was a motion that a resolution be written to show our appreciation for a job very well done by both Devon and Davis. The motion was seconded and carried.

CCE Preschool – Executive Committee Hiring Approvals:

Stacy Deyerle was approved as the CCEP music teacher for the 2009 school year. Stacy has taught at Agape Christian School for the last five years and received a very nice recommendation from the Director of Agape where she will continue to teach. Both of her positions are part-time.

Debra Templeton was approved as a lead teacher for the four day four-year old class. Debra previously worked with Cheri Eck (Director of CCEP) at Discovery Methodist Preschool where both taught Pre-K. She later taught at All Saints. Debra has a degree in Elementary Education. She taught for five years in public schools. She has been teaching preschool for over fifteen years.

Cindy Harper was invited to join the CCEP Board in May. Rebecca Bucci, who was serving as Vice President of CCEP and would have become President in December, 2009 will no longer be able to fill the position of VP. The CCEP Board approved Cindy as a member and voted her to replace Rebecca as Vice President, subject to Vestry approval. Cindy held an active role during the discernment phase of CCEP. The Board believes that she will be a great asset to the preschool as VP and as President after Andrea's term ends at 12-31-2009.

Vestry Executive Committee approved all of the above actions.

The meeting was closed in prayer and adjourned 10:00.

Respectfully Submitted,
Shelley Putney
Registrar

