

**Christ Church Episcopal
Vestry Meeting Minutes
December 16, 2009**

Approved January 13, 2010

Vestry Members in Attendance: Ted Susac, Elizabeth Franklin, Elaine Champion, John Daylor, Marc Halbritter, Sr. Warden, Joe Gallagher, Jr. Warden, Dave Soule, Amy Goodman, Jim Wheeler, Mike Richards, Dave Wasik, Treasurer, Melinda Hancock, John Daylor, Rick Elliott, Shelley Putney, Registrar

Staff in Attendance: Paul Johnson, Rector, Hillary West, Assistant Rector, Kathy Nunn, Director of Parish Operations

Others in Attendance: Jeff Conklin

Approval of November Minutes: There was a motion to approve November 2009 Vestry Minutes. The motion was seconded and carried.

CCE Preschool – Shelley Putney

The CCE Preschool Budget was presented to Vestry for approval.

RESOLVED, that the Preschool Budget for the 2010-2011 school year be approved. The motion was seconded and carried.

There was a request from the CCEP Board for Vestry to approve Andy Reisinger as an At Large member of the CCE Preschool Board.

RESOLVED, that Andy Reisinger is approved as a member of the CCE Preschool Board. The motion was seconded and carried.

Youth Minister – Elizabeth Franklin

Jenna Vinci has accepted the position of Assistant Youth Minister and will start on Jan 3rd. Vestry looks forward to welcoming Jenna! Thanks to the team who conducted the search process.

Officer's Report – Marc Halbritter and Joe Gallagher

- The Annual Meeting will be held on January 31, between services. The second service will begin at 11:00, fifteen minutes later than usual.
- There are currently four candidates for Vestry. We are waiting to hear back from a potential fifth candidate.
- Due to a conflict, next month's Vestry meeting will be held on Jan 13th.

- Marc reviewed Vestry's priority ranking of the following eleven categories: If we have funds at the end of the year, they could be applied to the following areas:

1. Bldg & Grounds
2. Music
3. Youth
4. Children/ Nursery
5. M&O
6. Adult Ministries
7. Worship
8. Newcomers
9. Gen & Admin
10. Lay Pastoral Care
11. Social

- Joe requested that Vestry Liaisons check with their respective ministry teams by January 5th to be sure that each team has a chairperson in place for 2010. Regarding Vestry Liaisons to Ministry Teams, Vestry members have rotated from team to team in past years. However, in some areas it would benefit the Ministry Teams if there was some consistency from year to year. This will be considered when assignments are made for 2010.
- This year's vestry retreat will be held at Elizabeth Franklin's lake house. The date is undetermined.
- All Vestry members signed a letter of thanks to the very generous giver of the land. There was discussion regarding what type of gift of thanks we would like to give on behalf of CCE.
- The gift was 20.7 acres. In addition to our current property, the gift brings CCE land to over 30 acres.

Rector's Report – Paul

A review of 2009 accomplishments:

- Re-worked building plan;
- Finalized plans and started construction;
- Put plans in place, behind the scenes, to make things work as they have; keeping us from feeling dislocated during the process;
- Staffing change;
- Staffing addition – Assistant Youth Minister;

Things to talk about for next year:

- Finish Sanctuary;
- Get Youth Space started;
- Spaghetti supper to raise money for youth in March. Invite the Bishop to come early for a groundbreaking.

- Bishop Jones comes in April. We will ask if he will consecrate the space at that time. Then, down the road we'll need to get Youth Space blessed as needed.
- We are in a culturally transitional time as an individual congregation. It is also a curious time for the Episcopal Church as a whole. We have significant things coming before us:
 - The gift of 20 acres of land is a huge responsibility for CCE;
 - We have discussed significant increases in giving and service by CCE's twentieth birthday. We have talked about this, but have not quite settled on where we're going on and how we will get there.
 - Bishop Jones has asked twice recently about CCE starting a new church.
- There are great opportunities before us.
- It seems to be time to do some concrete visioning and imagining for what the future may look like for us. We can call someone to help us walk through the process. This person would need to consider and understand our staff, vestry leadership and the life of our congregation.
- The questions are: Where are we? Where are we going? How do we get there?
- Vestry retreat should be scheduled once we have identified someone to work with us.
- There was discussion of the 'Consortium for Endowed Episcopal Parishes'. The recent gift of 20 acres of land qualifies CCE to be a part of the Consortium, which is comprised of 120 congregations across US, similar in size to us. CCE is probably the youngest of the group.
- In Richmond, St. Paul's, St. James, and St. Stephen's are all a part of this group. The Consortium is hosting a conference in late February in Austin, Texas. Some representatives from CCE should go. Many speakers are from the Alban Institute.
- There was discussion regarding the fact that it is important for us to be attentive to changes coming to the church. We want to be intentional about inviting others to join with us to worship and live. There is a 'stirring' going on. What does it mean? How do we move it along? When we meet in January we will talk about tangible possibilities.

Financial – Dave & Kathy & Jeff Conklin

- There is good news. CCE has continued to be frugal regarding expenses. This has been a positive story this year.
- There are concerns regarding the progress of Stewardship. December is not looking good thus far. It is important that we communicate how important it is for the church to receive all 2009 pledges by the end of December. There was discussion on how to best communicate to the congregation the great importance of completing 2009 pledges and of returning 2010 pledge cards. An email blast and the front of the Grateful Heart will highlight this issue.
- **Financial Summary – November 2009**

Revenues

 - November revenue fell short of budget by \$39K, \$83K vs. budget of \$122K.
 - YTD revenue is \$8K ahead of budget, \$956K vs. budget of \$948K, but significantly behind Jan-November 2008, \$956K vs. \$1052K.

- This is concerning for our full year outlook, given that our budget assumes disproportionate revenue in the 4th quarter.
- Growing for the Generations November revenue was \$29K, bringing the total so far to \$710K.

Expenses

- November expenses were \$3K favorable, \$87K vs. a budget of \$90K.
- Expenses running \$76K favorable to budget YTD, \$1007K vs. budget of \$1083K.
- Most expense categories were in line with budget.
- December will be a big month for expenses. We will spend almost \$40K to catch up on our Mission/Outreach and Diocesan giving.

Contribution

- November contribution was a \$4K deficit vs. budgeted surplus of \$31K.
- YTD contribution (revenues minus expenses) is a \$51K deficit vs. a budgeted \$135K deficit. Note that this does not include the \$50K (\$10K 2008 gift, \$40K repurposed money from the Vestry designated funds) that is non-cash revenue.
- December is budgeted to be our strongest month of the year, and we're budgeting about \$150K. Falling well short of the budget in December will hurt our cash position.

Cash Position

- Cash position is strong, with an unrestricted cash balance of \$162K. This is lower than we expected, but is a solid cash position.
- Lydia's purse balance stands at \$15.6K, down \$900 from last month.

Infrastructure

- Seek Ye First campaign is underway. So far, pledges are running below expectations.
- We need a new Teller Coordinator. Volunteers should call Kathy Nunn (church office) or Dave Wasik.
- We have a preliminary version of the 2010 budget, which shows a large deficit given current level of pledges.

Other

- At January Vestry Meeting we will set the pledge to the Diocese, even if we later need to amend and increase the pledge.
- Budget will be finalized for discussion and approval at the January Vestry meeting. Joe Gallagher, Bill Beattie, John Daylor, Melinda Hancock, Dave Wasik, Kathy Nunn and Jeff Conklin will 'scrub' the budget prior to the January meeting.
- Audit will be in February.
- Mike Richards, Rick Elliott, Jim Wheeler, Elaine Champion and Elizabeth Franklin will bring a recommendation to vestry regarding scholarships.

RESOLVED, that the financial report for November is accepted. The motion was seconded and carried.

Following Executive Session and a closing prayer, the meeting was adjourned at 9:00 p.m.

Respectfully Submitted,

Shelley Putney
Registrar